

NEW ADVERTISEMENTS – FIJI SUN 21 AUGUST 2021

MOHMS 253/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Instructor Dental Therapist
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Nausori Health Centre
Duration:	5 years
Reports to:	Dental Officer
Subordinates:	Dental Therapist

The Position

The purpose of this position is to provide administrative support to the Head of Department, team leaders in the Promotion and Implement National Oral Health Policy and Operational Business Plan of the Oral Health Unit, to improve the Oral Health status of the population through effective planning, leading, coordinating, monitoring and evaluation of all Oral Health Programs and services provided as per strategic direction of Ministry of Health and Medical Services.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide administrative support to SDO in the administrative matters, activities and programs in Rewa under the direction of the Senior Dental Officers and as per the oral health unit business plan, along with recommendations for improvement in ensuring the efficient and effective processes of Dental Unit
2. Ensure sustainability of endorse Oral Health Promotion/School programs through Coordinate Planning, close Monitoring and Evaluation, through consultations, periodical audits, utilisation of updated data collation methods and analysis
3. Coordinate and provide logistics support for any CPD session for staff and important stakeholders as per Unit business plan
4. Ensure accurate records and information are maintained by the users of the Patient Information Data
5. Provide administrative directions to all subordinate staff
6. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development

Key Performance Indicator

Performance will be measured through the following indicators:

1. Satisfactory annual performance ratings achieved based on effective management of daily tasks and staff appraisal are implemented and evaluated, together with counseling and coaching resolved
2. Percentage of programs undertaken as per Unit Business Plan, outcomes and achievement along with recommendation for improvements are reported to the Senior Dental Officer in a timely

manner

3. Number of programs evaluated and timely submission of periodic activity reports and analysis
4. Number of trainings conducted as per oral health business plan
5. Participate in the corporate activities of the Ministry as and when required

Selection Criteria

The Person

In addition to a Certificate/Diploma or Degree in Dental Therapy or equivalent from a recognised university and be registered as a dental practitioner with a valid Annual Practice Licence with the Fiji Medical & Dental Council, the following knowledge, experience, skills and abilities are required to perform this role.

Knowledge and Experience

1. Proven consistent good records and experience as a Registered Dental Therapist
2. Understand organizational structure and processes related to clinical, public health, human resource, assets inventory and financial management system
3. Practical and working knowledge and experience of all aspects and functions of oral health service policy, procedures, protocols, service standards, clinical practice guidelines and regulations. [Laws and legislations required to practice dentistry in Fiji]
4. Promote best use of resources and time to achieve work outcomes
5. Understand and demonstrate good standard of practice and care to patients
6. Understanding of teams and how to work effectively within a team environment

Skills and Abilities

1. Demonstrated clinical competency within the scope of practice of Dental Therapist
2. Excellent communication skills and the ability to tactfully deal with staff within the required legislative and framework
3. Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment
4. Demonstrated ability to maintain confidentiality
5. Capacity to utilise computer programs to support the operations
6. Demonstrate commitment towards Quality Improvement and recommend solutions to any Risk Management Issues
7. Have the capacity to effectively Monitor and Evaluate the department's output
8. Demonstrated ability to provide regular feedback to management on staff performance with informed recommendations
9. Effective service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
10. 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 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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

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Ministry of Health & Medical Services Role Description

Corporate Information

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

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health Medical Services.

Key Responsibilities

The position will achieve its purpose through the following:

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

Key Performance Indicator

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

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

Selection Criteria

The Person

In addition to a Bachelor of Nursing and post-registration qualifications in public health nursing or general public health or equivalent, registered and a valid annual practicing license with the Fiji Nursing Council; the following knowledge, experience, skills and abilities are required for the successful performance of the role of the position.

Knowledge and Experience

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

Skills and Abilities

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

Personal Character & Eligibility

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MOHMS 255/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Dermatology- Leprosy Ward
Duration:	5 years
Unit/Division:	Nursing/ Tamavua Twomey Hospital
Reports to:	Senior Nurse Clinical
Subordinates:	Registered Nurses, Enrolled Nurses/Medical Orderlies, Nursing Aids and Student Nurses.

The Position

To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities

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

1. Responsible for the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication on all issues relating to the effective delivery of nursing services at the Leprosy Ward to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely recording and reporting of all reports as per agreed timeline and management of unit performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in- service development nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.

Selection Criteria

The Person

In addition to being a Registered Nurse with the Fiji Nursing Council with a valid nursing license, the position holder must have a Bachelor of Nursing or equivalent with at least 5 years of nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry policy
3. Experience in managing changes
4. Experience in managing resources in a demanding and constrain environment
5. Sound knowledge in performance management

Skills and Abilities

1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
5. Ability to provide timely nursing advice to Management.

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.

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MOHMS 255/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60
Location:	Wainibokasi Hospital & Rakiraki Hospital
Duration:	5 years
Unit/Division:	Nursing / Central Division & Western Division
Reports to:	Sub Divisional Nursing Manager
Subordinates:	Registered Nurse

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health Medical Services.

Key Responsibilities

The position will achieve its purpose through the following:

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

Key Performance Indicator

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

Selection Criteria

The Person

In addition to a Bachelor of Nursing and post-registration qualifications in public health nursing or general public health or equivalent, registered and a valid annual practicing license with the Fiji Nursing Council; the following knowledge, experience, skills and abilities are required for the successful performance of the role of the position.

Knowledge and Experience

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

Skills and Abilities

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

Personal Character & Eligibility

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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MOHMS 256/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	National Manager Patient Safety & Quality
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Dinem House, Headquarters
Duration:	3 years
Division:	Health System Standards - Clinical Governance & Patient Safety
Reports to:	Permanent Secretary through Chief Medical Advisor
Subordinates:	Hospital Infection Prevention & Control Officers Hospital Clinical Governance/Risk Managers Divisional Infection Prevention & Control / Risk Managers National Coordinator Overseas Referrals & Visiting Teams

The Position

The position ensures the efficient and effective operational and strategic support is provided in a timely manner through a caring sustainable health care system.

Key Responsibilities

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

1. Coordinate development and implementation of Quality, Risk and Patient Safety structures and processes in the Ministry.
2. Manage the development and targeted improvement initiatives with the relevant line managers.
3. Act as a National focal point for all internal, external Clinical Governance and Quality Patient Safety reporting.
4. Act as the National focal point or team leader on Infection Prevention & Control Practices in response to outbreak or pandemics.
5. Review and develop guiding documents to strengthen and support clinical governance and patient safety & quality and roll out staff awareness programmes and other activities to ensure staff engagement in health system strengthening and continuous quality improvement activities.
6. Coordinate the Clinical Governance and Patient Safety & Quality Committees at National Level.
7. Coordinate and support investigations in response to customer feedbacks and advise/report on investigation outcome and implementation of recommendations from complaints and investigations to the Chief Medical Advisor and Permanent Secretary for Health.
8. Ensure there is a robust system in place to manage all complaints received in line with the Ministry Clinical Governance policy (UOR Policy, Customer Complaints Policy, RCA).
9. Responsible for delivering a training plan and assist in training all line managers to understand what is expected of them with regard to Clinical Governance, Patient Safety & Quality.
10. Support the management of clinical risk, clinical incidents and near misses, IP&C, 157 customer feedback including their reporting, monitoring, response and mitigation strategies
11. Actively contribute to all corporate requirements of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Clinical Governance & Continuous Quality Improvement activities are implemented effectively in accordance with an agreed annual work plan.

2. Clinical audits carried out to ensure that all clinical policies and guidelines are adhered to.
3. All staffs within the Ministry are trained and familiar with clinical governance polices and continuous quality improvement initiatives.
4. Effective policies and guidelines, audit tools and checklist in the context of CG, PSQ, CQI is in place as part of system strengthening within the Ministry.
5. Timely response to customer feedbacks through thorough investigation using the RCA process with timely submission of recommendations for implementation.
6. Timely monitoring reports and other related reports provided.
7. Participate in all corporate functions as and when required

Selection Criteria

The Person

In addition to a Bachelor's Degree in Nursing or equivalent and have valid registration and annual practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

Knowledge and Experience

1. Significant experience of working in the health services in a post that has involved risk management, incident management and investigations as relevant to this role.
2. Practical knowledge of Clinical Governance, Patient Safety & Quality and 5S-KAIZEN-TQM
3. Broad understanding and experience in the use of concepts and tools used in clinical leadership, audits, research, monitoring and evaluation and clinical governance.
4. Experience in investigating and solving complex problems in response to incident reports and/or customer feedbacks with quality improvements implemented as part of system strengthening.
5. Understand aspects of the Fijian Constitution (2013) and applicable laws in Fiji that relate to health regulations, policies and medico-legal compliance.

Skills and Abilities

1. Excellent communication skills with ability to train, coach and advise health care workers on Clinical Governance and Patient Safety & Quality.
2. Strong organizational skills.
3. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility without direct supervision and can cope with adverse outcomes.
4. Demonstrated ability to establish and maintain network with relevant stakeholders.
5. Demonstrated ability to organize professional development activities (conferences, meetings and workshops) for personal and team members' learning and development.
6. Service oriented approach with a commitment to achieving the corporate objectives 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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RE-ADVERTISEMENTS – FIJI SUN 21 AUGUST 2021

MOHMS 257/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Phlebotomist
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Location:	CWM Hospital [3 posts]
Unit/Division:	Pathology Laboratory
Duration:	5 years
Reports to:	Laboratory Superintendent
Liaises with:	Laboratory Supervising Technical Officer, Quality Manager, Manager Blood Services, Laboratory Superintendent
Subordinates:	None

The Position

The purpose of this position is to provide support for blood collection, handling, and distribution of laboratory samples and registration of samples in the Laboratory Information System (LIS) that contributes to delivery of accurate, reliable results within a short turnaround time. This position is also required to accompany Blood Donor Services for mobile and home to home blood drives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure patient/blood donor comfort and confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health & Medical Services (MOHMS).
2. Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP and registration into Laboratory Information System (LIS), liaise with relevant Laboratory sections and disseminate updated information to patients/customers.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned specific duties in other sections is achieved.
4. Contribute to training, supervision and assessment of new recruits and students
5. Ensure proper handling of samples and registration of sample and test requests into the LIS within the expected turnaround time.
6. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Demonstrate positive communication in all interactions with staff and patients and provide daily Customer Service questionnaire to clients to assess the services provided.
2. Daily cleaning of work areas and filling of the cleaning work sheets.
3. Ensure updated stock take and ordering of consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).

4. Fortnightly attendance or presentation in the Laboratory Scientific Session; assisting in monthly assessment of students or new recruits
5. Daily usage of Sample Acceptance Criteria and registration of samples in the LIS. Ensuring samples are delivered to various Sections of the laboratory every 20 minutes.
6. Participate in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to University qualifications relevant to Phlebotomy or similar, the applicant should demonstrate the capacity to learn and adapt to successfully perform duties of a Phlebotomist.

Knowledge and Experience

1. Identify and manage resources assigned to a Phlebotomist in a proper manner
2. Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
3. Understand and be receptive to applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively work within a team;
2. Good communication skills both written & verbal
3. Ability to work with minimum supervision.
4. Service oriented approach, with commitment to supporting the operational corporate environment of the organization.

Personal Character and Eligibility

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MOHMS 258/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Manager – National Food and Nutrition Centre
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Namosi House, Suva
Unit/Division:	National Food and Nutrition Centre/Wellness
Duration:	5 years
Reports to:	Chief Dietician and Nutritionist
Subordinates:	Senior Nutritionist, Food Security Officer

The Position

The Manager – National Food and Nutrition Centre is responsible for the coordination of the Fiji Framework for Food and Nutrition Security in Fiji. The position also generates, assesses and delivers scientific evidence-based nutritional advice in a variety of settings to improve the health and well-being of the people of Fiji.

Key Responsibilities

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

1. Support the coordination, implementation, monitoring and evaluation of the Fiji Framework for Food and Nutrition Security (FFFNS) 2021-2025 and its associated technical requirements.
2. Coordinate national nutrition surveillance, population researches and surveys, and routinely collated data from the Divisions.
3. Assess periodically the food and nutrition situation in Fiji through planning, data analysis, and the development of the annual Food Balance Sheet.
4. Facilitate planning, administration and technical processes in preparation for the 2025 National Nutrition Survey.
5. Collaborate and network with other relevant government ministries, development partners, agencies and organizations to promote optimal nutrition and prevent nutrition-related diseases.
6. Ensure timely and expert technical advice, directions and guidance, and reports on Food and Nutrition Security and Dietetics and Food Services are in accordance with reporting standards and submitted to senior management and development partners.
7. Manage staff performance in accordance with a Performance Assessment Framework, and participate in the corporate activities of the Ministry such as planning, budgeting and human resource activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Advice regarding Food and Nutrition Security, and Dietetics and Food Services is provided in accordance with the relevant legislations, policies, regulations, strategies and action plans in a timely manner.
2. Coordinate the National Nutrition Survey and other relevant nutrition researches, periodic surveillance including Food Balance Sheets and evaluations, with all reports submitted within agreed timelines and requirements.
3. Technical Working Group meetings for the Fiji Framework for Food and Nutrition Security are coordinated and reports available.

4. Technical and financial reports and progress updates regarding all aspects of Food and Nutrition Security, and Dietetics and Food Services are in accordance with reporting standards and submitted within agreed timeframes, including recommendations for improvement.
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to an under graduate degree in Dietetics and Nutrition and or Food Science or equivalent from a recognised University, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least six (6) years of relevant working experience, with considerable experience in food and nutrition security and dietetics, planning and coordination, monitoring and evaluation
2. Must have experience in nutritional research and demonstrated capacity in collation and analysis of data and technical report writing.
3. Proven experience in the use of Microsoft applications
4. Strong knowledge and experience in understanding of relevant legislations, policy approaches and responsibilities, research, planning and coordination, monitoring and evaluation; and demonstrated intellectual capacity, strong technical and communication skills and personal drive.
5. Wide experience in multi-sectoral collaboration is essential and maintaining sustainable networks with relevant partners and agencies; and proven ability to manage human resource, assets and financial resources.

Skills and Abilities

1. Demonstrated ability to give technical advice to senior management, development partners and agencies on matters relating to Food and Nutrition Security, and Dietetics and Food Services.
2. Strong interpersonal and communication skills and the ability to effectively consult with others to develop policies and strategies, displays a high level of professionalism, honesty and integrity in all facets of work.
3. Excellent analytical and problem solving skills with an attention for details, and demonstrated ability to contribute multi-sectoral solutions to complex nutrition problems in a resource constrained environment.
4. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment.
5. Demonstrated ability to follow policies and directives and processes, and has the capacity to utilize computer programs to support the daily operations of a complex organisation.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation

Personal Character and Eligibility

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MOHMS 259/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Nutritionist
Salary Band:	Band G
Salary Range:	\$28, 605.45 - \$38, 140.60 per annum
Location:	Namosi House, Suva
Unit/Division:	National Food and Nutrition Centre/Wellness
Duration:	5 years
Reports to:	Manager – National Food and Nutrition Centre
Subordinates:	Food Security Officer

The Position

The Senior Nutritionist is responsible for the coordination and implementation of the Fiji Framework for Food and Nutrition Security in Fiji with multiple stakeholders, in addition to other technical needs of the National Food and Nutrition Centre. The position also oversees the Nutrition in Emergencies preparedness and response programs, Nutrition in Sports, and best practices to encourage healthy lifestyle changes.

Key Responsibilities

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

1. Focal point and liaison for the seven (7) government ministries for the coordination and implementation of the Fiji Framework for Food and Nutrition Security (FFFNS).
2. Coordinate with the divisions all programs and activities for Nutrition in Emergencies and Nutrition in Sports.
3. Provide technical input, support, and design implementation of food and nutrition security activities with relevant stakeholders including capacity building education programmes, outreach, trainings and development, in addition to development of Information, Education and Communication (IEC) support materials, mass media communications and related activities.
4. Provide periodic technical reports and reviews relevant to NFNC programs, specifically the implementation of the FFFNS.
5. Provide active support and supervision to NFNC Technical staff to enhance an effective and efficient workforce.
6. Actively participate in promoting the activities including planning, budgeting and selection activities of NFNC and food and nutrition security related programmes of the Ministry of Health and Medical Services.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Programs and activities under the FFFNS are coordinated, monitored and evaluated according to the required time lines.
2. All technical reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including technical meetings, analytical trends, analyses of data and any recommendations for improvement.
3. Ensuring regular supervision and mentoring of subordinate staff, and active participation and advocacy for NFNC and food and nutrition security- related programs of the Ministry of Health and Medical Services.

4. All information and education materials are developed, updated, implemented, distributed and evaluated within the agreed timeframes and specific requirements.
5. Active participation in the corporate activities of the ministry as and when required

Selection Criteria

The Person

In addition to an under graduate degree in Dietetics and Nutrition, Food Science or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years of relevant working experience, with considerable experience in food and nutrition security and dietetics, planning and coordination, monitoring and evaluation.
2. Must have experience in multi-sectoral collaboration within government and the private sector, and working with development partners are essential;
3. A wide experience in research, public health nutrition, health promotion and dietetics.

Skills and Abilities

1. Demonstrated ability to plan, coordinate, monitor and evaluate projects; and utilize results for informed decision making.
2. Sound communication, interpersonal and representational skills.
3. Demonstrated ability to work cooperatively within a team environment.
4. Capacity to utilise computer programs to support daily operations of the unit
5. Service oriented approach, with a commitment to supporting the operational 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 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:	Supervisor Dietician
Salary Band:	Band F
Salary Range:	\$22,528.74 – \$36,103.75 per annum
Location:	Keiyasi Hospital, Nabouwalu Hospital, Nausori Health Centre, Navua Hospital, Savusavu Hospital
Unit/Division:	Dietetics Department
Duration:	5 years
Reports to:	Respective Sub Divisional Medical Officers
Subordinates:	Dieticians

The Position

This position is to supervise dieticians and ensure the implementation of the Dietetics and Nutrition unit plan.

Key Responsibilities

1. The position will achieve its purpose through the following key duties.
2. Supervise and assist Dieticians and kitchen staff in the implementation of the Plan and other nutrition intervention projects/programs funded by external donors.
3. Management of ration budget allocation, equipment and human resource at sub divisional levels
4. Provide technical assistance and capacity building for health staff and government wage earners
5. Timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Sub divisional Medical Officer and Senior Dietician.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicators

1. Ensure supervision are provided to all staff at all levels of care and services in accordance with agreed time lines.
2. Provision of technical assistance and capacity building for staff
3. Ensure timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Sub divisional Medical Officer and Senior Dietician.
4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Selection Criteria

The Person

In addition to Bachelor of Dietetics & Nutrition or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role

Knowledge and Experience

1. At least 6 years of work experience in a similar or related field.
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
4. Knowledge of government legislation, Nutrition and Health policies, procedures and guidelines.

Skills and Abilities

1. Excellent verbal and Written Communications Skills
2. Ability to analyze and contribute solutions to complex problems, in a resource constrained environment.
3. Training and supervisory skill
4. Computer Literate with at Microsoft Word, Outlook and PowerPoint.
5. Demonstrated ability in supporting the operational / corporate environment of the organization

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Superintendent Physiotherapist
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55, 508.50 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Physiotherapy /Central Health Services
Reports to:	Medical Superintendent CWM Hospital
Subordinates:	Senior Physiotherapist, Physiotherapist

The Position

The position contributes to planning, organizing, directing, operating and monitoring of the Physiotherapy services nationally and physiotherapy staff development across the Ministry of Health & Medical Services.

Key Responsibilities

1. Oversee the overall daily operations of the national physiotherapy service
2. Manages national physiotherapy human resource strategies
3. Develops physiotherapy organizational strategies such as strategic plan, policy and administrative guidelines
4. Establishes physiotherapy operational strategies such as standard of practice, clinical guidelines and protocols
5. Provides physical therapy services by evaluating patient care protocols
6. Assures physical therapy quality services by establishing and maintaining departmental program including monitoring of national indicators, accordance with CWM Hospital, MOHMS and WCPT standards.
7. Facilitate continuing professional development for organization staffs
8. Procurement of physiotherapy equipment's and consumables from Fiji Pharmaceuticals Biomedical Services (FPBS).
9. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Strategic plan is developed, implemented and monitored so as to ensure the efficient and effective management of the physiotherapy services in the Central Eastern division.
2. Clinical standard operating procedures are developed and reviewed to maintain quality standard of physiotherapy services
3. Physiotherapy key performance output is achieved in accordance with the MOHMS AOP and Strategic plan
4. Development of physiotherapy training plan for the Central Eastern division in line with the MOHMS training plan.
5. Implementation and monitoring of national physiotherapy activities in the Central Eastern division in line with Ministry of Health & Medical Services corporate activities
6. Quality reports are submitted within the agreed timeline
7. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to Bachelor or equivalent of Physiotherapy, attaining Post Graduate qualifications in related fields would be an advantage, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 10 years of experience in Physiotherapy administration and management and Clinical experience
2. Understanding of the International Physiotherapy Standard of Practice, Fijian Constitution (2013) and other relevant laws of Fiji.
3. Knowledge and Experience in preparing reports according to specific standards

Skills and Abilities

1. Demonstrated ability to plan and organize national programs;
2. Good computer skills and the capacity to utilize computer programs to support the operations of the department;
3. Demonstrated ability to communicate effectively with staff of diverse background in order to achieve daily goals and objectives of the department;
4. Demonstrated ability to analyse, prioritize and solve complex work problems with available resources
5. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture;
6. Demonstrated ability to multitask, manage conflict and change.
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character & Eligibility

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

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Physiotherapist
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	CWM Hospital
Unit/Division:	Physiotherapy Department
Duration:	5 years
Reports To:	Superintendent Physiotherapist
Subordinates:	Physiotherapists

The Position

To develop, implement and monitor the Physiotherapy Business Plan in accordance with the Ministry's Annual Operational Plan, Physiotherapy Strategic Plan and will recommend and finalize physiotherapy clinical policies to ensure standardized practice. The post will manage and administer the department, identify specialized areas, need for up skilling, and enforce and sustain all policies on technical services.

Key Responsibilities

1. The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:
 1. Develop, and monitor the implementation of the Business Plan for physiotherapy.
 2. Manage the daily operations of the department in accordance with standard procedures, practices and policies within agreed timelines.
 3. Facilitate training and development opportunities for staff for continuous professional development.
 4. Manage staff performance in accordance with standard performance assessment guidelines.
 5. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

1. Performance will be measured through the following indicators:
 1. Business plan is developed, implemented and monitored so as to ensure the efficient and effective management of the physiotherapy department.
 2. Physiotherapy services are delivered in compliance with standard procedures, policies and legislative requirements within the agreed time frame.
 3. Reports are in accordance with reporting standards and submitted within the agreed timeframe.
 4. Staff performance is managed in accordance with the Performance Management Framework
 5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 9 years' proven experience in the field of physiotherapy, with 3 years at a supervisory level.

2. Knowledge and understanding of International conventional physiotherapy practice, OHS and
3. Labor regulations and physiotherapy standards of practice.
4. Proven experience in supervising and assessing performance of staff

Skills and Abilities

1. Ability to give technical and clinical advice to customers and stakeholders on physiotherapy issues.
2. Strong communication skills and the ability to effectively consult with others to develop sound plans, internal policies and procedures.
3. Excellent analytical and problem solving skills with an attention for detail
4. Capacity to utilise computer programs to support the operations of a complex organisation.
5. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Junior Physiotherapist
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Ba Mission Hospital
Duration:	5 years
Unit/Division:	Physiotherapy
Reports to:	Physiotherapist, Senior Physiotherapist
Subordinates:	Nil

The Position

The position provides Physiotherapy services in accordance with clinical standards at Health facilities and to contribute to the development and effective function of the Department.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide safe physiotherapy services in accordance to Standards of Practice.
2. Attend relevant trainings and compile reports.
3. Contribute and promote to a Learning and development environment.
4. Provide data and complete Unit tasks within the agreed timeframe.
5. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

1. Daily log book entries.
2. Provide Post training reports within the agreed timeframe.
3. Contribute to the learning and development of the Department.
4. Contribute to the Unit and Department activities.
5. Active participation in the corporate activities of the Ministry as and when required

Selection Criteria

The Person

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

Knowledge and Experience

1. Practical working knowledge of Physiotherapy standards of practice and Unit projects.
2. Health promotion knowledge.
3. Knowledge of the any public or private health care facility administration protocols and plans.

Skills and Abilities

1. Ability to develop, conduct and evaluate clinical physiotherapy work effectively.
2. Ability to work effectively within a team.
3. Effective communication skills and the ability to tactfully deal with clients.
4. Demonstrate computer literacy skills.
5. Ability to conduct health promotion activities.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

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

The Position

The position is responsible for managing proper planning and coordinating of stock control and purchasing process to ensure efficient execution of purchasing orders to suppliers for timely arrival of supplies in accordance with required legislations and regulations.

Key Responsibilities

1. To ensure that inventory reports are consistently generated for replenishment process.
2. To ensure that Order Forms for each item is filled in and given to the Administrative Officer for vetting before an order is placed.
3. Prepare and maintain Indent and Purchase Order Registers
4. Maintain Purchase Orders on the Epicor system, feeding in supplier information such as
5. Cargo Ready Date and Expected Time of Arrival in the system.
6. Consistently liaising with suppliers on stock availability, schedule deliveries or expedite Deliveries.
7. Actively contribute to all corporate requirements of the ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that daily, weekly, monthly delivery targets are met.
2. Ensure that all delivery to the department are on the right time, place, and right quantity.
3. Ensure accident free working environment.
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to academic qualifications relevant to Management or equivalent from an accredited university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

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

Skills and Abilities

1. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
2. Excellent written and oral communication skills

3. High attention to detail and accuracy and ability to manage and work in a team
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

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

The Position

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

Key Responsibilities

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

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

Key Performance Indicators

Performance will be measured through the following indicators:

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

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Secretary
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	Western Health Services Lautoka
Duration:	3 years
Division:	Corporate Services, Western Health Services
Reports to:	Divisional Medical Officer Western
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 and other 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 meeting and workshops.
7. Maintaining service oriented approach and customer

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure effective and timely facilitation of Secretarial work 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. Inward, outward mails and files are maintained in line with registry procedures.

Selection Criteria

The Person

In addition to Diploma in Secretarial Studies, Office Administration, and Management (or equivalent) 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 3 to 4 years 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 organize, 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 organization

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader Public Health
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Rakiraki Health Centre
Durations:	5 years
Unit/Division:	Nursing
Reports to:	Sub Divisional Manager Nursing
Subordinates:	Registered Nurses

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Leads the process to develop, support, implement, monitor and evaluate the nursing business plans to ensure public health nursing services are provided to meet expected targets and outcomes of the mission and vision of the Division and Ministry of Health & Medical Services.
2. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, management of team members performances.
4. Organize staff development and deployment.
5. Maintain proper recording and reporting system.
6. Promote and maintain an effective and efficient management of drugs, Vaccine, equipment and stores.
7. Collaborate with community stakeholders and facilitate Outreach programs and support the implementation of health promotion activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure reports are submitted with agreed times frames and meet the standard reporting requirements including analysis of data and any recommendations for improvement
2. Effective and timely management and regular monitoring of team members' performances and attendance to enable business continuity and delivery of quality service.
3. Maintain effective and efficient management of equipment, drugs, vaccines, stores and infrastructure.

4. Ensure 95% coverage of Immunization through effective and efficient EPI program (Expanded immunization Program with regards to availability and accessibility of safe and potent vaccines).

Selection Criteria

The Person

In addition to a Diploma in Nursing and Post Graduate Certificate in Public Health Nursing or equivalent, registered with a valid annual practicing License with the Fiji Nursing Council, the following knowledge, Experience, skills and abilities are required for the successful performance of the role of the position.

Knowledge and Experience

1. Five (5) years of Public health nursing experiences with advanced nursing assessment skills with the following list of training: IMCII Foot Assessment/ PLSI Blue Book! NCD Toolkit Trained / inventory Management Trained! Pap smear / MH Gap! TB Trained/ Family Health Trained EPI
2. Knowledge of primary health care and health promotion concepts
3. Experience in nursing core competencies in the clinic and Community Health related activities
4. Understanding of need for staff development via training and approaches to effective staff management
5. Experience in supervisory role in a nursing environment or similar
6. Understanding the Nursing Decree 2011 in conjunction with the Fijian constitution 2013.

Skills and Abilities

1. Effective nursing development core competencies skills, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Supervisory, Counselling and coaching skills
5. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the MOH & MS organisation.
6. Demonstrated ability to maintain confidentiality within and outside the organization.
7. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.

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:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Operating Theatre, Lautoka Hospital
Durations:	5 years
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager
Subordinates:	Registered nurses, Attendants

The Position

The purpose of this position is to provide clinical leadership to the registered nurses in the operating theatre and support the NUM of the OT in ensuring the delivery of high quality perioperative nursing care is provided in accordance with legislative requirements and perioperative care standards.

Key Responsibilities

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

1. Provide nursing clinical leadership and guidance to ensure surgical health services are delivered as per approved plans, guidelines, and policy and to ensure that all perioperative nurses are working within their scope of nursing practice, standard and competencies.
2. Support the Nurse Unit Manager to coordinate efficient and effective management of the Operating Theatre and nursing workforce to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
3. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
4. Support the Nurse Unit Manager in ensuring timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. Supervise and monitor care provided by junior staff and learners including the orientation of medical students, nursing students and new nursing staffs and contribute to the development of Perioperative policies and ensure accurate documentation and effective communication.
7. Actively contribute to all cooperate 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 Perioperative care plans and unit activities are updated and implemented within the agreed timeframes.

2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

Selection Criteria

The Person

In addition to a Bachelor of Nursing or equivalent, being a Registered Nurse with the Fiji Nursing Council, and a valid nursing license, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least five (5) years of theatre nursing experience.
2. Has sound knowledge and competence on the following:
 - a. Perioperative practice care bundles and surgical care safety list
 - b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
3. Sound and effective clinical governance knowledge.
4. Computer literate and comprehensive use of the Patient Information System (PATIS).

Skills and Abilities

1. Competent in executing the surgical safety checklist and ability to work with minimum supervision and with efficient time management skills;
2. Competent to scrub in all major cases and has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on theatre nursing.
3. Must have good communication skills and to possess a good command of spoken and written English
4. Demonstrate ability to handle theatre emergency situations in an effective and professional manner.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
6. Demonstrate the capacity to utilise computer program in generating report and correspondence

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Maternity Unit, Lautoka Hospital
Durations:	5 years
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager
Subordinates:	Registered nurses, Attendants

The Position

The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

Key Responsibilities

1. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the Maternity and Gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.
3. Effectively ensures documentation and records management including the updating of the Patient
4. Information System (PATIS) and nursing care plans as per guideline/policy.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
6. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
7. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders.
8. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.

2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist Nurse Unit Manager on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

Selection Criteria

The Person

In addition to being a Registered Nurse with the Fiji Nursing Council with a valid Midwifery license. The position holder must have a Bachelor of Nursing or equivalent with at least 5 years of Midwifery experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Demonstrated ability to work in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.
2. Understands and has sound knowledge of Midwifery and Nurses scope of practice outlined under the Nursing Decree, nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree guidelines and procedures that govern the Nurses' practice and code of ethics.
3. Has sound knowledge and competence on the following:
4. Emergency management of Obstetrics and Neonates
5. Infection Prevention and Control.
6. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

Skills and Abilities

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.
2. Capacity to utilize computer programs in generating reports, correspondence, updating records.
3. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.
4. Has the ability to teach, coach, mentor the subordinates on any new policies,
5. guidelines and support the continuous professional development of midwives and nurses.
6. Demonstrate the ability to maintain confidentiality.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cleaner
Salary Band:	Band A
Salary Range:	\$4.60-\$5.90 per hour
Location:	Keiyasi Health Centre, Makoi Birthing Unit
Duration:	3 years
Unit/Division:	Western/Central
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

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

Key Responsibilities

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

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

Key Performance Indicators

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

Selection Criteria

The Person

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

Knowledge and Experience

1. Some experience in a similar working environment.
2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures.
3. Knowledge in record management and proper disposal.

4. Knowledge of Occupational Health and safety at the workplace.

Skills and Abilities

1. Ability to plan and organise work on a daily basis.
2. Ability to communicate effectively both verbally and written.
3. Ability to work with minimum supervision and with attention to details
4. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

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

The Position

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

Key Responsibilities

1. Ensure the removal and disposal of waste from the hospital premises in compliance with OHS standards
2. Ensure the beautification of the health facility and quarters are maintained
3. Ensure that all equipment/ tools are well serviced and maintained
4. Ensure to clean and maintain the surrounding of the health facility
5. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators

1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter's compound is properly maintained in a timely manner
3. Participate in all corporate functions of the Ministry as and when required

Selection Criteria

The Person

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

Knowledge and Experience

1. Experience in a similar work environment
2. Basic knowledge of Occupational Health & Safety
3. Knowledge of proper handling and use of working materials [tools]
4. Possesses basic carpentry, plumbing and gardening work experience

Skills and Abilities

1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player

3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
5. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

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

The Position

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

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

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

Key Performance Indicators

Performance will be measured through the following indicators:

1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times
6. Participate in all corporate functions as and when required

Selection Criteria

The Person

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

Knowledge and Experience

1. Should have some knowledge in Occupational Health & Safety
2. Knowledge of cleaning services and infection control
3. Knowledge of Occupational Health & Safety requirements
4. Basic knowledge on record keeping and basic inventory management

Skills and Abilities

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

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Hospital Attendent
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Lautoka Hospital, Labasa Hospital
Duration:	3 years
Unit/Division:	Hospital Support Services
Reports to:	Team Leader
Subordinates:	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

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

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 when required.

Selection Criteria

The Person

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

Knowledge and Experience

1. 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 basis
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 & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Kitchen Hand
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	CWM Hospital
Duration:	3 years
Unit/Division:	Foodservices Unit
Reports to:	Dietician
Subordinates:	Nil

The Position

The position assists with the timely preparation and delivery of hygienic and quality meals to inpatients.

Key Responsibilities

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

1. Maintain the order and cleanliness of the kitchen's facilities up to Food safety and Hygiene standards in cleaning all kitchen surfaces, mop and sweep kitchen floors, put away dishes, pots and pans, organize food, clean out freezers, and remove trash.
2. Ensure the sufficient usage of food supplies and ingredients.
3. Assist line cooks in completing food preparation tasks, from organizing the refrigerator and freezer to chopping vegetables, washing fruit, defrosting meat. They may fully prepare dishes that require little to no cooking, such as salads.
4. Maintain the kitchen in ensuring all appliances and cooking equipment are properly used and maintained.
5. Inventory stock takes of supplies and food, ensuring that the kitchen always has accurate stock of everything.

Key Performance Indicators

1. Ensure the proper preparation of food as per the required standards of food preparation.
2. Maintain a hygienic work environment by proper cleaning and storage of utensils, equipment's, machine and working tools.
3. Ensure adequate use of all food supplies and ingredients issued for the day in compliance with Food safety and Hygiene guidelines
4. Contribute to the ministry's corporate functions and activities

Selection Criteria

The Person

In addition to the completion of Form Six Education or similar and any other relevant Catering qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least a year's experience in catering and foodservice or in a similar work environment
2. All round working knowledge in all areas of foodservice
3. Good knowledge of the standard methods and techniques of safe food preparation
4. Basic knowledge of receptive applicable laws of Fiji.

Skills and Abilities

1. Ability to assist cook with the preparation of food to cater for special requests.
2. Ability to communicate effectively both verbal and written
3. Ability to work effectively within a team
4. Customer focus 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 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:	Cook
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Keiyasi Health Centre, CWM Hospital, Nabouwalu Hospital
Duration:	3 years
Unit/Division:	Foodservices Unit/ Western/Central/Northern
Reports to:	Dietician/Senior Dietician
Subordinates:	Nil

The Position

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

Key Responsibilities

1. The position will achieve its purpose through the following key responsibilities:
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 inpatients and staffs 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

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

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Recorder
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Keiyasi Health Centre, Punjas Health Centre, Sigatoka Health Centre, Tavua Hospital
Duration:	3 years
Unit/Division:	Western
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

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

Key Responsibilities

1. Receiving and registering of all cases and referral from other health facilities, public and private
1. 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
5. digit filing system.
6. Collect discharged patients medical folders from the wards
7. Coding of patient folders
8. Data entry of patient information into computerized patient information systems
9. Ensure timely communication of information.
10. Collaborate with all staff and promote excellent patient service
11. Monitor flow of folders and fast track medical records folders
12. Organise and review data for accuracy and completeness

Selection Criteria

The Person

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

Knowledge and Experience

1. Experience in a similar work environment
2. Knowledge of basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services

4. Knowledge of standard operating procedures in the arrears of records service delivery

Skills and Abilities

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Seamstress
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	CWM Hospital, Nadi Hospital
Duration:	3 years
Unit/Division:	Laundry Department /Central/Western
Reports to:	Seamstress/Senior Domestic Officer
Subordinates:	Nil

The Position

The position provides and maintains hospital linen to its best quality and quantity required. This will ensure clients satisfaction in the process of quality linen materials that are received and working towards achieving goals and objectives of the unit and organization.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Measuring of wards linen and stitching according to what is required.
2. Reproducing, creating, modifying and altering clothes, linen and specialty items such as equipment covers (x-ray machine, operation theatre-scrubs, leggings, caps, sponges, chair and cushion covers) etc.
3. Responsible for sorting linens and mending on sewing machine. Sewing strings and belts onto patient gowns, surgical gowns and scrub suits. Sewing of torn large sheets, draw sheet, pillowcases, surgical drapes and other mending delegated by Senior Domestic Officer.
4. Fortnightly writing off linen with Senior Domestic Officer
5. General cleaning of sewing machines must be maintained weekly
6. Perform timely repairs on all items of uniform and linen
7. Convert discarded linen into usable items for re-circulation
8. Ensures that all linen and uniforms are repaired before issuing them to staffs and departments
9. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The sewing machines is well maintained and in good serviceable condition at all times
2. Cleanliness of working environment is maintained
3. Availability of newly stitched linens at all times
4. Adherence to infection control standard
5. 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 or a Certificate in Clothing and Textile or equivalent, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. Some experience as a seamstress or similar
2. Knowledge and experience in of machine handling procedures (Straight stitching and Over Lock)
3. Knowledge in Occupational Health & Safety requirements
4. Record keeping and basic inventory management knowledge.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji sine this officer will be working

Skills and Abilities

1. Communicate effectively with all people in the workplace (Both verbal and written)
2. Promote best use of resources and time to achieve work outcomes.
3. Demonstrate teamwork and ability to meet timeline.
4. Able to work under less supervision.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Driver
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Nabouwalu Hospital, Labasa Hospital, Wainikoro Health Centre, Lautoka/Yasawa Sub-Divisional Office, Lautoka Hospital
Duration:	3 years
Unit/Division:	Transport Unit/Northern/Western
Reports to:	Executive Officer/Clerical Officer
Subordinates:	Nil

The Position

The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Transport officials in a safe, timely and effective manner whilst on official duty
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are in order
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations
5. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Passengers reach respective destinations safely and with comfort within agreed time of travel
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports
3. Maintenance and daily cleanliness of vehicle ensuring excellent working condition
4. Active participation in corporate activities of the Ministry

Selection Criteria

The Person

In addition to the completion of secondary school qualification or similar with a valid driving license classifications 2&6 and a valid Defensive Driving Certificate. The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

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

Skills and Abilities

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

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Mechanic
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Location:	Headquarters, Suva
Duration:	3 years
Unit/Division:	Transport Unit/HQ
Reports to:	Executive Officer Transport
Subordinates:	Nil

The Position

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

Key Responsibilities

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

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

Key Performance Indicators

Performance will be measured through the following indicators:

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

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 6 years' experience in a similar role involving various class of vehicles.
2. Ability to prepare vehicle inspection reports based on approved LTA Certificate of Fitness.
3. Experience in the use of Computer
4. Understanding policies, procedures in regards to transport and other government regulations
5. Knowledge and understanding of Occupational Health & Safety in the workplace

Skills and Abilities

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

Personal Character & Eligibility

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.