

RE-ADVERTISEMENTS – FIJI SUN 28 AUGUST 2021

MOHMS 292/2021



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:	Environmental Health Office
Duration:	3 years
Unit/Division:	Corporate Services, Environmental Health Services
Reports to:	Chief Health Inspector
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 satisfaction;

Key Performance Indicators

Performance will be measured through the following:

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 relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Secretary:

Knowledge and Experience

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

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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:	Stores Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	Fiji Pharmaceutical & Biomedical Services (FPBS)
Duration:	3 years
Unit/Division:	Corporate/ Fiji Pharmaceutical & Biomedical Services (FPBS)
Reports to:	Senior Stores Officer
Subordinates:	Storeman, Packer

The Position

The Position is responsible for the supervision of stores on consumables, stationery, domestic rations, medical gas and donations enhancing quality efficient and effective health services.

Key Responsibilities

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

1. Identify and plan purchasing need for hospital general stores and rations, pharmaceutical and clinical products with relevant stakeholders and Fiji Pharmaceutical & Biomedical Services (FPBS).
2. Raising of Indents & Local Purchase Orders (LPOs) and working with suppliers regarding order enquiries.
3. Monitor, update and communicate with program managers on estimated time of arrival of pharmaceutical & clinical products.
4. Ongoing liaison in consultation with Fiji Procurement Office Logistic Management Unit and relevant stakeholders for procuring of goods.
5. Assist the Tender team with Tender activities.
6. 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 purchasing needs are identified, and the Purchasing plan is implemented within the agreed timeframes, compliant to specifications, processes, legislations and policies.
2. All indents & LPOs are processed with appropriate suppliers within the timeframe to ensure timely delivery of products to hospital facility departments.
3. Accurate and timely reports are submitted, including outcomes and action items.
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a Diploma (or equivalent) in Accounting/Economics/Finance /Management/Business or equivalent; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least three (3) years' experience in a procurement setting conducting mass purchasing
2. Sound knowledge and understanding of procurement processes and supply chain management
3. Knowledge and understanding of the relevant procurement laws.
4. An understanding of Occupational and Health & Safety at the Work Place.

Skills and Abilities

1. Demonstrated ability to effectively work within a team
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Must possess sound analytical and problem solving skills
4. Service oriented approach, with a commitment to supporting department business plan
5. Capacity to utilize basic computer programs to support operations of the department/health facility
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:	Foreman, Hospital Services
Salary Band:	Band F
Salary Range:	\$22,528.74 – \$28,883.00 per annum
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Hospital Service/ Lautoka Hospital
Reports To:	Hospital Administrator
Subordinates:	Carpenter, Electrician, Fireman, Fitter and Handyman

The Position

To manage a professional and fully competent hospital services team providing services in areas of fitting, carpentry, joinery, electrical, plumbing, air-conditioning/refrigeration, boiler services to the hospital.

Key Responsibilities

1. Provide overall supervision and management of duties to ensure delivery of all Hospital Services (Carpentry, Joinery, Plumbing, Fitting, Electrical, Air-conditioning & Boiler) within agreed timeframes and complying to relevant policies and guidelines
2. Actively Communicate with Internal and external stakeholders across the agency to provide good services delivery; maintain proper records of inventory and provide regular reports to management
3. Actively manage/monitor and assess staff performance to enable business continuity, and the delivery of quality services/functions/outcomes
4. Actively contribute to all the corporate functions of the Ministry.

Key Performance Indicators

1. All agreed skilled and technical support services, functions and advice are delivered within agreed time frames meeting specific requirements.
2. All inventory and records are maintained well, quality reports are submitted within agreed timelines and complying to relevant policies and regulations.
3. Effective and timely management and regular monitoring of technical staff as well as performance and attendance to enhance continuity of effective and quality service.
4. Participate in all corporate functions as and when required

Selection Criteria

The Person

In addition to a Trade certificate in Construction/Plumbing/Carpentry/Mechanical Engineering (or equivalent) and completion of a front line supervision course, the following Knowledge, Experience, Skills and Abilities are sought to successfully undertake this role:

Knowledge & Experience

1. At least 3 years of working experience in fitting and machining

2. Basic knowledge of plumbing, electrical and carpentry works
3. At least 3 years working experience in management and supervision in a similar role
4. Knowledge of all machines, tools required for each trade
5. Good understanding of OHS regulations

Skills & Abilities

1. Demonstrated ability to work independently, and in a team environment, and to utilize proven organizational skills to determine competing priorities and plan and organize work activities to meet agreed goals and priorities.
2. Ability to handle the administrative duties of position, including completion of required documents and reports.
3. Possesses organisational skills, time management, conflict resolution, problem solving and negotiation skills
4. possess excellent interpersonal and communications skills and a strong customer service orientation
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained 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:	Electrician
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Location:	CWM Hospital (3), Labasa Hospital (1), Lautoka Hospital (1)
Duration:	3 years
Units/Division:	Hospital Services
Reports to:	Foreman/Supervisor Higher Grade
Subordinates:	Nil

The Position

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

Key Responsibilities

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

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

Key Performance Indicators

Performance will be measured through the following indicators:

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

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

Personal Character & 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:	Wainunu Health Centre
Duration:	3 years
Unit/Division:	Corporate Services/ Northern Health Services
Reports to:	Subdivisional Medical Officer Wainunu Health Centre
Subordinates:	Nil

The Position

The position is responsible for maintaining the cleanliness of the hospital environment.

Key Responsibilities

The position will achieve its purpose through the following 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

Performance will be measured through the following 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 as and when required

Selection Criteria

Person Specification

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

Knowledge and Experience

1. Experience in a similar work environment
2. 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 and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Attendant Pharmacy
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Labasa Hospital
Duration:	3 years
Unit/Division:	Pharmacy Northern
Reports to:	Supervising Pharmacy Technician
Subordinates:	Nil

The Position

The position is responsible for providing support to professionally qualified staff to maximize available resources for correct and faster services delivery, good stock control and safe work environment to achieve our vision.

Key Responsibilities

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

1. Preparation of the dispensary ensuring cleanliness and adherence to Good Pharmacy Practice standards & Good Storage conditions to maintain quality of medicines
2. Replenishment of medicine stock from the Pharmacy Logistics to dispensaries and wards
3. Pre-packing, labelling and maintaining a record of pre-packed medicines for imprest to wards
4. Ensure expiry report of medicines, update of stock cards, rotation of stock, re-distribution of excessive & near expiry medicines and waste management of medicines according to hospital & pharmacy protocols
5. Collection of data for medicine quantification & forecasting
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators

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

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

Selection Criteria

The Person

In addition to a pass in the Fiji Sixth Form Examination or Year 12 or completion of Foundation Science from a recognised institution or equivalent; the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. 3-6 months of experience in a pharmacy set-up or demonstrate ability to acquire the skill quickly on the job
2. Have some knowledge or understanding of Basic inventory management skills
3. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively work within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Good computer skills
4. 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:	Ward Assistant
Salary Band:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Location:	CWM Hospital, Keiyasi Health Centre (2)
Duration:	3 years
Reports to:	Team Leader, Executive Officer
Subordinates:	Nil

The Position

The position is to assist nurses with non-clinical duties including patient care, patient movement within the health facility, ward housekeeping, and food service.

Key Responsibilities

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

1. Assist with patient care in accordance with patient safety and care regulations and in compliance with occupational health & safety standards.
2. Ensure that patient bedding, linen and surrounding is clean at all times.
3. Assist with the carriage of patients within the health facility.
4. Actively participate in corporate activities of the Ministry as and when required

Key Performance Indicators

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

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cook
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Keiyasi Health Centre (2), CWM Hospital (4), Nabouwalu Hospital (1)
Duration:	3years
Unit/Division:	Western/Central/ Northern
Reports to:	Dietician/Supervisor 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
4. Ability to communicate both verbally and written

Personal Character and Eligibility

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MOHMS 300/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Recorder
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Ba Mission Hospital
Duration:	3 years
Unit/Division:	Western Health Services Division
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 into the system (PATIS)
2. Creating of new folders for new patients.
3. Creating appointments in PATIS (Patient Information System)
4. Retrieving, Sorting, Culling and Filing of patient's medical folders for services using terminal digit filing system.
5. Collect discharged patients medical folders from the wards
6. Coding of patient folders
7. Data entry of patient information into computerized patient information systems
8. Ensure timely communication of information.
9. Collaborate with all staff and promote excellent patient service
10. Monitor flow of folders and fast track medical records folders
11. Organise and review data for accuracy and completeness

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

Personal Character and Eligibility

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MOHMS 301/2021



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:	Nadi Hospital
Duration:	3 years
Unit/Division:	Laundry Department/ Western Division
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 & Eligibility

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MOHMS 302/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Handyman
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Taveuni Hospital
Duration:	3 years
Unit/Division:	Administration
Reports to:	Executive Officer
Subordinates:	Nil

The Position

The position is to provide timely maintenance of minor carpentry and plumbing works for the hospital and the Institutional quarters of Labasa Hospital.

Key Responsibilities

1. Ensure that hospital and quarter's maintenance is attended to in a safety and timely manner upon request and according to the job sheet.
3. Attend to emergency issues such as burst pipe/line, blocked toilets etc.
4. Repair minor carpentry works – especially door locks, broken chairs, shelves, gauzing
5. Repair of leaking PVC pipes and taps (basic plumbing works)
6. Ensure that all tools under your possession are operated in a proper and safely manner in compliance with OHS regulation.
7. Actively contribute to the Ministries corporate requirements.

Key Performance Indicator

1. Effective and timely response to maintenance works and emergency requests of carpentry and plumbing works as per job specifications and in accordance with standard procedures and guidelines
2. Tools properly maintained, stored and used in accordance with standard procedures
3. Timely attending to emergency issues such as burst water pipe, overflowing of septic tank, block sink and toilet.
4. Participate in corporate activities of the Ministry as and when required in a timely manner.

Selection Criteria

The Person

In addition to the completion of Secondary School Education and trade qualification or equivalent, the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Possess basic experience in carpentry and plumbing work
2. Experience as a handyman in a similar working environment
3. Basic knowledge of occupational health and Safety at the Workplace
4. Knowledge and experience in the maintenance of carpentry and plumbing tools and equipment.

Skills and Abilities

1. Ability to assess and provide scope of work for task to be undertaken
2. Ability to make accurate estimates of materials for work to be undertaken
3. Ability and skills to carry out the assigned duties
4. Good communication skills
5. Demonstrate ability to effectively work as a team with minimal supervision.

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 303/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Refrigeration and Air Condition Technician
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61/ hour
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Hospital Services/Corporate Services
Reports to:	Supervisor Higher Grade Hospital Services
Subordinates:	Nil.

The Position

The position is responsible for the effective day to day operations, maintenance and repairs of refrigeration and air conditioning units installed in the hospital and the health facilities under western division. A key role is to scope and verify required installation where needed and also assist the contracted companies who look after their responsible units.

Key Responsibilities

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

1. Participate and monitor timelines of planned service and maintenance (Normal Servicing and General Strip Servicing) of Air Conditioning with the contracted company tasked for the service and installation of all units in Lautoka Hospital and in the subdivisions.
2. Assist in planning, monitoring and record maintenance of refrigerators, coolers and installations of AC units including their operation and servicing period.
3. Record and submit technical reports when needed for replacement.
4. Establish and maintain liaison with administration and professional staff regarding maintenance programs and ensure preventative maintenance programs are in place
5. Ensure the implementation and maintaining of OHS act at all times.
6. Establish and ensure storage of refrigerant gases comply with safety standards and conditions
7. Weekly report to all assigned tasks submitted to the immediate supervisor
8. Perform other related tasks required by the immediate supervisor
9. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

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

Selection Criteria

The Person

In addition to a trade certificate in Refrigeration and Air Conditioning (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience

1. At least five (5) years of experience in a similar work environment.
2. Knowledge in operation, installation, maintenance and repairs of Fridges, coolers, and Air Conditioning Unit.
3. Knowledge in Occupational Health & Safety requirements.

Skills and Abilities

1. Ability to carry out efficient fault-finding skills in operating refrigerant units nad monitor performance.
2. Good communication (verbal and written) skills.
3. Demonstrated ability to work independently or as part of a team.
4. Ability to work under pressure with minimum supervision.
5. Takes a problem-solving approach when faced with challenging or difficult situations.
6. Demonstrates a positive attitude in work assignment and interactions with others.
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 304/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Driver
Salary Band:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Location:	Sigatoka Hospital
Duration:	3 years
Unit/Division:	Transport Unit / Western Division
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

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

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

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

Key Performance Indicators

Performance will be measured through the following indicators:

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

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

1. Ability to drive safely and comply to instructions

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

Personal Character and Eligibility

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