

NEW ADVERTISEMENTS – FIJI SUN 31 JULY 2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary Range:	\$19, 041.75 - \$24,412.50 per annum
Location:	Lautoka Health Office, Nadi Airport, Nadi Health Office, Sigatoka Health Office, Nausori Health Office, Navua Health Office, Labasa Health Office, Savusavu Health Office, Vunisea Health Office,
Unit/Division:	Environmental Health Unit/All Divisions
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

Position Purpose

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
3. Assist customers by providing information and advice in accordance with relevant Public Health legislations and policies.
4. Submit reports to supervisors on the implementation of the Environmental Health activities in accordance with the reporting standards in a timely manner.
5. Contribute to the corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The planned Environmental Health activities are conducted in timely manner and in accordance with the relevant Public Health legislations and policies.
2. Information and advice provided to customers and stakeholders are based on policy and relevant Public Health legislations within the agreed timeframe.
3. Reports are submitted within the agreed timeframes, and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Diploma in Environmental Health or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of the post:

Knowledge and Experience

1. A good understanding and some experience in Environmental Health activities required under the Local Environmental Health Programs.
2. Understanding of the 2013 Constitution and other legislations such as Public Health Act, Health and Safety at the Workplace (HASAW) Act and Environmental Health Act.
3. Proficient in the use of Microsoft applications such as MS Word, MS Excel, MS PowerPoint.

Skills and Abilities

1. Good networking and negotiation skills.
2. Good communication skills both written and verbal.
3. Ability to write reports with an attention to detail and accuracy of information.
4. Ability to work as a team to meet strict deadlines.
5. Service oriented approach with the commitment to supporting the corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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.