

# NEW ADVERTISEMENTS – FIJI SUN 11 SEPTEMBER 2021

## MOHMS 305/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Senior Secretary, Honorable Minister for Health's Office
<b>Salary Band:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Location:</b>	Dinem House, Headquarters
<b>Duration:</b>	3 years
<b>Unit Division:</b>	Executive Support Unit
<b>Reports to:</b>	Principal Administrative Secretary, Executive Support Unit
<b>Subordinates</b>	Nil

#### The Position

The incumbent will be responsible for providing effective and efficient secretarial and administrative services to the Honourable Minister for Health and Medical Services.

#### Key Responsibilities

Provide an effective and efficient secretarial and administrative support services to the Honourable Minister for Health and Medical Services through:

1. Provide administrative support, including attending to telephone calls, travel arrangements, calendar of appointments, receiving, dispatching and filing of official correspondences and documents.
2. Facilitate appointments and visits to the Hon. Minister's Office including the hosting of overseas and local officials.
3. Organise meetings, including overseas and local meetings and provide administrative support to meetings including the compilation of required documents.
4. Screen, register and file correspondence and emails including drafting, composing and preparing correspondences and speeches for the Hon. Minister's Office.
5. Provide information to ministerial speech-writers for drafting of speeches.
6. Actively contribute to the ministry's corporate functions and activities.

#### Key Performance Indicator

Performance will be measured through the following indicators:

1. All administrative undertakings are in accordance with approved ministry policies and procedures and carried out within agreed timelines
2. All correspondence and documents are filed in accordance with legislative requirements in a timely manner.
3. Timely submissions of factual and accurate reports in accordance with reporting standards.
4. Minister's calendar of event, meetings, travel and logistics are organised efficiently and effectively.
5. Active participation in the corporate activities of the Ministry as and when required.

## **Selection Criteria**

### **The Person**

In addition to a Bachelor in Office Administration, Management and Industrial Relations and Human Resources Management (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. Extensive experience in the provision of administrative secretarial services
2. Proficient in the use of Microsoft applications such as MS Word and MS Excel
3. Proven experience in the effective management and maintenance of records, correspondence and filing systems, both manually and electronically
4. Experience in organising travel itineraries locally and overseas, liaising with travel agents and other relevant stakeholders
5. Understanding of the Fijian Constitution (2013) and relevant policies, legislations, regulations or applicable laws of Fiji

### **Skills and Abilities**

1. Possess excellent analytical skills with an attention for detail and accuracy for data and information
2. Excellent communication skills with good telephone etiquette and the ability to write accurately and concisely
3. Demonstrated ability to maintain neutrality and confidentiality
4. Excellent customer service skills
5. Service oriented approach with commitment to supporting the corporate activities of an 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.

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.

# MOHMS 306/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Executive Officer - General Services
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75-\$24,412.50 per annum
<b>Location:</b>	Ro Qomate House
<b>Unit/Division:</b>	Northern Health Services
<b>Duration:</b>	3 years
<b>Reports To:</b>	Senior Administrative Officer, Northern Health Services
<b>Subordinates:</b>	Clerical Officer

### The Position

The position is responsible for looking after the maintenance of health facilities and quarters, transport, maintenance and telecommunication repairs and maintenance. It looks after the overall function of the unit and supervises government wage earners at the divisional office.

### 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. Ensure all activities with regards to all forms of maintenance are provided in a timely and accurate manner and reports are updated accordingly.
2. Facilitate timely deployment of staff within the General Service unit for maintenance work, oversee the use of vehicles and ensure returns are updated accordingly.
3. Supervise and manage staff performance of subordinates.
4. Address issues concerning the general services operation of the Divisional and Sub Divisional Offices.
5. Facilitate Board of Survey and provide updates as and when needed.
6. Assist Sub-Divisional officers for daily operation and address issues concerning mortuary, air condition units, vehicle breakdowns, compressors, generators etc.
7. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All maintenance work, board of survey and transportation activities are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
3. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participate in Corporate activities of the Ministry

## **Selection Criteria**

### **The Person**

In addition to relevant tertiary qualification in Human Resource, Management & Public Administration, or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

### **Knowledge and Experience**

1. Understanding and experience of at least 2 years of human resource management; human resource policies; with some supervisory experience
2. Working knowledge of facilitation of board of survey and experience in monitoring and arranging of maintenance work
3. Experience in working within a team from diverse backgrounds and communicate with people at all levels
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

### **Skills and Abilities**

1. Demonstrated verbal and written communications and ability to maintain confidentiality
2. Demonstrated ability to manage demanding workload and meet tight deadlines to achieve results
3. Attention to details and high level organisational, analytical and problem solving skills
4. Demonstrated ability in writing reports
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

### **Personal Character and Eligibility**

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# MOHMS 307/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Recorder
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Administration/Labasa Hospital
<b>Reports to:</b>	Executive Officer
<b>Subordinates:</b>	None

### 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

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

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
5. Organize and review data for accuracy and completeness

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities are effectively organized in a timely manner to ensure progress of service delivery.
2. All patient folders are managed and maintained in compliant with Medical Records keeping and procedures.
3. Effective distribution of patient folders and medical records in complaint with procedures and regulations.
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 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 308/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

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

#### The Position

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

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# MOHMS 309/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Telephone Attendant
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Administration/ Lautoka Hospital
<b>Reports to:</b>	Clerical Officer
<b>Subordinates:</b>	Nil

### The Position

The position ensures all telephone communications both internally and externally are dealt with efficiently and effectively.

### 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 in the following areas:

1. Communicate telephone message both internal and external for the hospital and monitor calls accordingly
2. Page for staff during emergencies
3. Report telecommunication faults and complaints to relevant authorities
4. Actively contribute to all corporate functions of the ministry

### Key Performance Indicators

1. Service delivery to be effective and efficient
2. Reports to be completed in a timely manner
3. Update activities, changes and completion of other tasks as assigned
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. At least one year's experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

**Skills & Abilities**

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player.
4. Customer focused approach with commitment to supporting the operational goals of the organization.

**Personal Character and Eligibility**

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# MOHMS 310/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Solar and RT Technician
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Northern Health Services
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	General Service /NHS
<b>Reports to:</b>	Executive Officer

### The Position

The position is responsible to the Executive Officer General Service, Divisional Office for the provision of solar work to the entire sub divisions. The position ensures that appropriate scoping is undertaken with an appropriate material costing in line with the procurement legislation. Provision to promote best utilization of resources and good time management on all solar services are achieved.

### Key Responsibility Area

1. Facilitate timely advise (scoping) on the materials, quality of works and routine servicing to be closely observed and monitored on all solar services identified and related equipment's in the sub divisional health facilities.
2. Ensuring that all solar related requirements, equipment's are in operational condition and note down breakdowns.
3. Assist solar contractors on any major solar project installation or any major repairs under warranty.
4. Ensuring that the established preventative maintenance program is maintained and liaised with administration and professional staff regarding its schedule.
5. Ensure OHS Regulations is maintained at all times in the workplace both internal and external.
6. Actively contribute to all corporate functions of the Ministry

### Key Performance Indicator

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs of all solar requirements and other related 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 requirements of the Ministry.

## **Selection Criteria**

### **The Person**

In addition to Trade Certificate in Electrical Engineering qualifications (or equivalent) or similar, following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Solar and RT Technician in the Division

### **Knowledge and Experience**

1. At least two (2) years of experience in a similar working environment
2. Knowledge in maintenance, repairs and new installations of solar, etc.
3. Basic knowledge of solar works.
4. Knowledge of Occupational Health & Safety Requirements.
5. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Ability to detect, analyse and solve solar faults and breakdown.
2. Demonstrated ability to work independently or as part of a team.
3. Ability to work under pressure with minimum supervision.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character and Eligibility**

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# MOHMS 311/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Position:</b>	Principal Pharmacy Officer – Inspectorate
<b>Salary Band:</b>	Band I
<b>Salary Range:</b>	\$43,296.63 - \$55,508.50 per annum
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services (FPBS)
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Medicines Regulatory Authority (MRA)/ FPBS
<b>Reports to:</b>	Chief Pharmacist
<b>Subordinates:</b>	Executive Officer – MRA

### The Position

The position is responsible for monitoring compliance to legislative requirements through market surveillance, inspections and pharmacovigilance of medicinal products and medical devices.

### 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. Planning and undertaking regulatory inspections of pharmaceutical importers & retailers to ensure compliance with pharmaceutical regulatory requirements.
2. Manage the Adverse Drug Reaction (ADR) & Adverse Events Following Immunisation (AEFI) reporting system, including training and awareness.
3. Facilitate quality assurance activities of medicinal products and medical devices through random sample selection and testing.
4. Formulate guidelines and procedures to improve and ensure continuity of service in the areas of Quality Assurance, Pharmacovigilance & Inspections.
5. Oversee the regulation of pharmacy practice through facilitation of the Pharmacy Internship Program, Licensing and Registration.
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. A fully established pharmacovigilance system compliant with medical & pharmaceutical standards.
2. Imported medicinal products are monitored with at least 10 products sent for laboratory testing annually in a WHO-accredited laboratory, the results of which determine improvement processes to ensure access to quality medicines.
3. Timely renewal of annual licences & Pharmacy Internship Program and Pharmacist Registration Exams are delivered within the allocated time frame compliant to policies and regulations.
4. All unit processes are systematic and efficiently managed, compliant with the policies, guidelines and procedures.

## **Selection Criteria**

### **The Person**

In addition to Bachelor of Pharmacy degree or equivalent relevant experience (Diploma with 10 years' experience) and current registration with the Fiji Pharmacy Profession Board, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

### **Knowledge and Experience**

1. At least 7 years' experience as a registered pharmacist
2. Sound knowledge & application of all relevant pharmaceutical laws and policies and understanding the objectives of regulatory functions.

### **Skills and Abilities**

1. Demonstrated ability to develop strategies to ensure regulatory compliance.
2. Highly developed planning and organisational skills with the ability to communicate with people at different levels and from different backgrounds.
3. Analytical & negotiation skills.
4. Capacity to use computer programs to support the daily operations.
5. Demonstrated ability to make sound decisions and provide regulatory advice to stakeholders.
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

### **Personal Character and Eligibility**

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public 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 taking up duty.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

# MOHMS 312/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Labourer
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	Ba Health Centre, Ba Mission Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services
<b>Reports to:</b>	Clerical Officer/ Executive Officer
<b>Subordinates:</b>	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 and Eligibility**

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# MOHMS 313/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Laundry Hand
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60-\$5.90 per hour
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services
<b>Reports to:</b>	Laundry Supervisor
<b>Subordinates:</b>	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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# MOHMS 314/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Kitchen Hand
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60-\$5.90 per hour
<b>Location:</b>	Ba Mission Hospital
<b>Unit/Division:</b>	Foodservice Unit
<b>Duration:</b>	3 years
<b>Reports to:</b>	Dietician/Senior Dietician
<b>Subordinates:</b>	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 equivalent 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**

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# MOHMS 315/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Technician Attendant [CSSD]
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37-\$6.89 per hour
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Central Sterilization Supply Department
<b>Report To:</b>	Nurse Unit Manager/DDON
<b>Subordinates:</b>	Nil

### The Position

The position performs daily operation of cleaning and sterile of equipment and tray assembly used for hospital diagnostic and treatment purposes, the provision of sterile trays and equipment for service delivery.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Compliance to the CSSD guideline practice
2. Timely assistance to the provision of sterilize packs to the wards and Operating Theatres
3. Ensure assigned task is completed within timeframe
4. Participate in all corporate activities of the Ministry

### Key Performance Indicators

1. Ensure timely assistance to the compliance to the CSSD guideline process
2. Effective and timely assistance to the nurse for nursing care of patients at ward level;
3. Compliance to OHS in the up keeping of the patient area in the ward.

### Selection Criteria

#### The Person

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

### Knowledge and Experience

1. Good Knowledge of sterilization and infection control standards
2. Background experience within the medical services
3. General knowledge of instrument care and understanding of infection control and OHS standards
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

1. Excellent time management skills
2. Demonstrate effective communication skills
3. Demonstrate the ability to effectively work within a team, with less supervision.
4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. Service and customer-oriented approach, with a commitment to assist the nurses at workplace.

**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.

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.

# MOHMS 316/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Cook
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Ba Mission Hospital, Tavua Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Dietetics/Western
<b>Reports to:</b>	Supervisor Dietician/Dietician
<b>Subordinates:</b>	Nil

### The Position

The position ensures the timely preparation and provision of meals for patients at the Hospitals

### 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 in the following areas:

1. Reports directly to the Supervisor Dietician on a day to day basis.
2. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.
3. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
4. Ensure food items to be used for day is available.
5. To assist in the cost effective management of the food budget.
6. To identify and participate in any training appropriate to the position.
7. Ensure to be transparent with work and punctuality
8. 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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# MOHMS 317/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

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

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.

# MOHMS 318/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Electrician
<b>Salary Band:</b>	Band D
<b>Salary Range:</b>	\$7.50 - \$9.61 per hour
<b>Location:</b>	CWM Hospital
<b>Duration:</b>	3 years
<b>Units/Division:</b>	Hospital Services
<b>Reports to:</b>	Foreman/Supervisor Higher Grade
<b>Subordinates:</b>	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**

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 319/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Driver
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37-\$6.89 per hour
<b>Location:</b>	Tukavesi Health Centre
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Transport Unit / Northern
<b>Reports to:</b>	Executive Officer/Clerical Officer
<b>Subordinates:</b>	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**

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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# MOHMS 320/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Executive Officer - Registry
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Headquarters, Suva
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Registry Section/Personnel Unit
<b>Reports to:</b>	Principal Administrative Officer - Personnel
<b>Subordinates:</b>	Clerical Officer, Messenger & Driver

### The Position

The position will ensure all human resource and administrative support functions including policy advice with regards to effective and efficient Records Management are provided to all staff of the Ministry in a timely manner.

### Key Responsibility

1. Ensure all activities with regards to managing and maintaining an effective and efficient records management systems, both manual (Transit cards, Registers, File Census, File Away, File Numbering) and electronic (Inward/outward correspondence database, human resource management information systems [HRMIS]) is performed for timely access to files, documents and information.
2. Ensure distribution of official mails to relevant desk officers/Units for action through subordinates.
3. Ensure to circulate Internal Circulars and Memorandum to all MOHMS staff manually and electronically.
4. Facilitate monthly reports in a timely manner.
5. Facilitate retrieval of closed files from archives as and when required
6. Actively contribute to all corporate functions of the Ministry

### Key Performance Indicators

1. Manage and maintain an effective and efficient records management system both manual and electronic to ensure timely access to files, documents and information.
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
4. Actively contribute to all corporate functions of the Ministry

### Selection Criteria

#### The Person

In addition to relevant tertiary qualification in Human Resource or Office Administration (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

### **Knowledge and Experience**

1. Understanding and experience of at least 2 years of human resource management; human resource policies; with some supervisory experience
2. Working knowledge of filing and records management systems both manual and electronic
3. Working knowledge of a human resource information system and computer programs such as Microsoft Office
4. Understanding of the role of Human Resources in a large organization
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

### **Skills and Abilities**

1. Demonstrated oral and written communications and ability to maintain confidentiality
2. Demonstrated ability to lead and work within a team of people from diverse backgrounds
3. Ability to understand and carry out detailed written and oral directives
4. Ability to multitask and meet tight deadlines
5. Good interpersonal skills with the ability to handle sensitive and confidential information and situations
6. 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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# RE-ADVERTISEMENTS – FIJI SUN 11 SEPTEMBER 2021

## MOHMS 89/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Clerical Officer, Accounts
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Dinem House, Head Quarters
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Accounts Department
<b>Reports to:</b>	Accounts Officer, Ledgers & Payments Accounts Officer, Salaries
<b>Subordinates:</b>	Nil

#### The Position

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

#### Key Responsibilities

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

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

#### Key Performance Indicators

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

#### Selection Criteria

##### The Person

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

##### Knowledge and Experience

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

**Skills and Abilities**

1. Demonstrated ability to plan, organize work schedule effectively;
2. Ability to communicate effectively and work within a team in order to meet strict deadlines.
3. Good analytical skills with an attention for detail and accuracy of data.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the 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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# MOHMS 107/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Occupational Therapist-St Giles Hospital
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31- \$56,596.92 per annum
<b>Location:</b>	St Giles Hospital, Suva
<b>Unit/Division:</b>	St Giles Hospital
<b>Duration:</b>	3 years
<b>Reports to:</b>	Medical Superintendent

### The Position

The position helps people overcome physical and mental problems that are the result of disability, injury, ageing or illness. They provide and promote psychosocial well-being in a group setting through activity based and therapy-based groups. Occupational therapists provide practical advice and solutions to enable people to live full, satisfying and independent lives.

### Key Responsibilities

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

1. Facilitates development and rehabilitation of patients with mental, emotional, and physical disabilities by planning and administering bio psychosocial approach prescribed occupational therapy.
2. Meets the patient's goals and needs and provides quality care by assessing and interpreting evaluations and test results and determining occupational therapy treatment plans in consultation with the multidisciplinary team.
3. Helps patient develop or regain physical or mental functioning or adjust to disabilities.
4. Implements programs involving manual arts and crafts, practice in functional, community meeting, pre-vocational, vocational and homemaking skills and fosters activities of daily living.
5. Promotes maximum independence by selecting and constructing therapies according to individual's physical capacity, intelligence level, and interests.
6. Prepares patient for return to employment by consulting with employers; determining potential employee difficulties; retraining employees; and helping employers understand necessary physical and job accommodations.
7. Evaluates results of occupational therapy by observing, noting, and evaluating patient's progress and recommending and implementing adjustments and modifications.
8. Completes discharge planning by consulting with physicians, nurses, social workers, counsellors and other members of the multidisciplinary team.
9. Assures continuation of therapeutic plan following discharge by designing and instructing patients, families, and caregivers in home exercise programs; recommending and/or providing assistive equipment and recommending outpatient or home health follow-up programs.
10. Develops occupational therapy staff by providing information and developing and conducting in-service training programs.
11. Participate in the corporate activities of the Ministry.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Rehabilitation program provided within the agreed timeline in accordance to the
2. compliance of bio psychosocial approach and employment legislation.
3. Continuation of therapeutic plan by designing discharge planning process within the
4. agreed timeline in accordance to the rehabilitation or recovery process.
5. Compliance of Policies, Protocols, Guidelines and relevant Acts at all times
6. Reports are provided within the timeline in accordance to the reporting structures
7. Active participation in the corporate activities of the Ministry as and when required

## **Selection Criteria**

### **The Person**

In addition to a recognized Degree in Occupational Therapy (or equivalent) to a Bachelor in Health Science either Medical, Nursing or allied Health Worker. Registered with the Fiji Medical Council or Fiji Nursing Council; the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 6 months experience in conducting Occupational Therapy to patients with mental health problems or general health.
2. Sound knowledge and experience in leading and facilitating group therapy
3. Have knowledge of strength-based approach and recovery focused care.
4. Sound knowledge on the application of psychosocial well-being.
5. Experience in delivering outcome focused psychosocial care.
6. Good sound knowledge on Mental Health Act 2010, Clinical Practice Guideline 2009, and Standard Operating Procedure 2017.

### **Skills and Abilities**

1. Demonstrate ability to assess patients using the Psychosocial Assessment and Recovery approach.
2. Ability to engage patients in recreational activities that supports the recovery process.
3. Ability to manage group dynamics and other psychosocial therapy such as family therapy, social, case management, counselling and one to one therapy.
4. Demonstrate ability to work effectively within a team.
5. Ability to communicate effectively through written or oral.
6. Ability to promote recovery and strength-based approach.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment or the organization.

### **Personal Character and Eligibility**

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# MOHMS 212/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Assistant Lymphatic Filariasis (Project)
<b>Salary Band:</b>	Band D
<b>Salary Range:</b>	\$14,428.13 - \$18,497.60 per annum
<b>Location:</b>	Mataika House
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	FCCDC/Virus Lab
<b>Report to:</b>	Head of Health Protection through LF Coordinator
<b>Subordinates</b>	Nil

### The Position

The position assists in supporting lymphatic Filariasis activities, and to work towards the sustainable elimination of lymphatic Filariasis.

### Key Responsibilities

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

1. Provide all logistic arrangements and support for the efficient delivery of LF activities.
2. Conduct surveys and assessments to assist towards the elimination of LF.
3. Conduct Data recording, verification and entry.
4. Assist with training and awareness for relevant personnel in program implementation.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All logistic arrangements are provided within agreed timeframes.
2. All survey and assessments are achieved, and meet the required targets.
3. All data entry information is accurate and entered within agreed timeframes.
4. Training and awareness sessions meet the required standards, and are delivered within agreed timeframes.
5. Active participation in the corporate activities of the Ministry as and when required.

### Selection Criteria

#### The Person

In addition to a Diploma with relevant qualifications in Health-related studies or project management from a recognized tertiary institution or equivalent, the following Knowledge, Experience, Skills and Abilities are required:

#### Knowledge and Experience

1. At least 1 year work experience in a similar field
2. Some experience in surveys and field work
3. Knowledge of data analyses and reporting

**Skills and Abilities**

1. Good communication and interpersonal skills and the ability to effectively liaise with others
2. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment
4. Capacity to utilize computer programs to support the operations of the department
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

**Personal Character and Eligibility**

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

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# MOHMS 277/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Driver
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Nabouwalu Hospital (1), Labasa Hospital (5), Wainikoro Health Centre (1), Lautoka/Yasawa Sub-Divisional Office (1), Lautoka Hospital (4)
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Transport Unit/Northern/Western
<b>Reports to:</b>	Executive Officer/Clerical Officer
<b>Subordinates:</b>	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**

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.

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.