

MOHMS 321/2021



Ministry of Health & Medical Services Role Description

Corporate Information

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

The Position

The position assists with the timely preparation and delivery of hygienic and quality meals to inpatients in consultation with Food Service Dieticians. Also provide high quality customer service to the individuals accessing the service.

Key Responsibilities

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

1. Assist the cooks in preparation and serving of meals in accordance with dietary meal plans and food preparation safety and hygiene standards in a timely manner.
2. Ensure that the kitchen area and surrounding work environment is clean, sanitized and meet the required cleanliness and hygiene standards on a daily basis.
3. Assist the cook and dietician in ensuring stock and food supplies are in sufficient supply.
4. Maintain the kitchen in ensuring all appliances and cooking equipment are properly used and maintained.

Key Performance Indicators

1. Timely assistance in the preparation and serving of meals in accordance with the required standards and in a timely manner.
2. Kitchen area and surrounding work environment meet the required cleanliness and hygiene standards on a daily basis.
3. Assistance in provided in a timely manner to ensure stock and food supplies are in sufficient supply at all times.
4. Actively participate in all corporate activities of the Ministry.

Person Specification

In addition to the completion of Secondary School Education with background in Food Science Technology (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Experience in catering and foodservice or in a similar work environment
2. An understanding of handling, preparing, and serving food in accordance with food safety standards.
3. An understanding of Occupational Health & Safety at the Workplace.

Skills and Abilities

1. Ability to assist cook with the preparation and serving of meals.
2. Ability to clean and maintain a safe working environment.
3. Good communicate skills both verbal and written.
4. Ability to work effectively within a team
5. Customer focus approach with commitment to supporting the operational goals of the organization

Personal Character and Eligibility

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

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.



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Driver
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Vunidawa Hospital
Unit/Division:	Transport Unit
Duration:	3 years
Reports to:	Sub-divisional Medical 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

Person Specification

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 with instructions
2. Good communication skills both verbal and written
3. Ability to work effectively with a team

4. Ability to plan and manage daily work effectively
5. Good customer service skills with a service oriented approach and commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

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

The Position

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

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

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

Key Performance Indicators

Performance will be measured through the following indicators:

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

Person Specification

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

Knowledge and Experience

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

Skills and Abilities

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

Personal Character and Eligibility

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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Cleaner
Salary Band:	Band A
Salary Range:	\$4.60-\$5.90 per hour
Location:	Korovou Hospital (1), Oxfam Clinic - Wellness Centre for Women (1), Wainibokasi Hospital (2), Nausori Health Centre (1)
Duration:	3 years
Unit/Division:	Central
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

The position is responsible for the provision of effective cleaning services at the facility.

Key Responsibilities

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

1. Maintain the general upkeep and cleanliness of the health facility;
2. Operate, clean and store all cleaning equipment and materials in accordance with safety standards;
3. Collect and dispose of rubbish and waste in a timely manner on a daily basis;
4. Report any minor damages to buildings in a timely manner to supervisor;
5. Participate in the corporate activities of the ministry.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Cleanliness of the health facility is maintained in compliance with standard procedures and regulations in a timely manner
2. Cleaning equipment are well maintained and stored appropriately.
3. Minor damages are addressed in a timely manner
4. Actively contribute to the Ministry corporate activities as and when required

Person Specification

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

Knowledge and Experience

1. Some experience in a similar working environment.
2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures;
3. Experience in the proper disposal of household and kitchen waste;
4. A basic understanding of occupational health and safety at the workplace.

Skills and Abilities

1. Ability to plan and organise work with an attention for detail while carrying duties

2. Good communication skills both verbal and written
3. Ability to work with minimum supervision and to meet tight deadlines
4. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Physiotherapist
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Ba Mission Hospital, Lautoka Hospital
Unit/Division:	Physiotherapy/ Western
Duration:	3 years
Reports to:	Sub Divisional Medical Officer / Senior Physiotherapist
Subordinates:	Junior Physiotherapists

The Position

The position manages the provision of safe, effective and efficient physiotherapy services at the respective health facilities. This position assists in monitoring, developing and promoting good standards of patient care, assisting staff development with a customer focus.

Key Responsibilities

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

1. Provide physiotherapy services in the outpatient clinics and wards within their respective stations;
2. Acquire consumables and materials needed for the unit.
3. Compile and submit daily clinical and monthly statistical updates in their respective areas to the supervisor;
4. Contribute to the staff development to facilitate learning environment within their respective stations.
5. Conduct physiotherapy awareness and educational programs in communities when required;
6. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Clinical duties are performed in accordance with standard physiotherapy procedures, practices and guidelines in a timely manner
2. Reports are submitted in accordance with reporting standards and within the agreed timeframe.
3. Ensure an adequate supply of consumables and materials at all times
4. Active participation in all corporate activities of the Ministry

Person Specification

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

Knowledge and Experience

1. At least seven years of clinical work experience in physiotherapy
2. An understanding of methods to procure goods and services
3. Sound knowledge, understanding and approaches to effective physiotherapy services.

4. A working knowledge and understanding of Allied Health Decree (2011), OHS at the workplace, Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Proven ability to provide efficient and effective physiotherapy treatment and advice.
2. Excellent communication skills verbal and written with an attention for detail when reporting.
3. Demonstrated ability to effectively work within a team;
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility

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**Ministry of Health & Medical Services
Role Description**

Corporate Information

Role:	Supervisor Dietician
Salary Band:	Band F
Salary Range:	\$22,528.74 – \$28,883.00 per annum
Location:	Keiyasi Hospital, Nabouwalu Hospital, Levuka Hospital, Navua Hospital, Savusavu Hospital
Unit/Division:	Dietetics Department
Duration:	5 years
Reports to:	Sub Divisional Medical Officers
Subordinates:	Dieticians

The Position

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

Key Responsibilities

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

1. Supervise and assist Dieticians and kitchen staff in the implementation of the Plan and other nutrition intervention projects/programs funded by external donors.
2. Manage budget allocation for food ration, equipment and human resource at sub divisional levels
3. Provide technical assistance and capacity building for staff
4. Submit reports such as ration return, consolidated monthly reports and business plan matrix indicator to the Sub divisional Medical Officer and Senior Dietician.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. Staff performance and achievement of individual KPIs is monitored and assessed in accordance with relevant procedures and guidelines by agreed time lines.
2. Technical assistance and capacity building is provided in a timely mannert
3. Reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator are provided to the Sub divisional Medical Officer and Senior Dietician by the due date;
4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Person Specification

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

Knowledge and Experience

1. At least 6 years of work experience in a similar or related filed.
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Proven experience in supervising food service operations including food preparation, sanitation, and procurement, and menu planning.

4. Knowledge of government legislation, nutrition and health policies, procedures and guidelines.

Skills and Abilities

1. Proven ability to supervise a small group of people and ensure targets are achieved.
2. Excellent verbal and written communications skills with an attention for detail when reporting
3. Proven ability to develop, implement, monitor and review menus, dietary plans of food service operations, including food preparation,
4. Computer Literate with at Microsoft Word, Outlook and PowerPoint.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation

Personal Character and Eligibility

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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Peer Educator
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Nausori Health Centre
Duration:	3 years
Unit/Division:	Adolescent Health, Family Health Unit
Reports to:	Sub Divisional Health Sister, Divisional HIV/AHS Programme Officer, National Adolescent Health Services Programme Officer

The Position

The position of the Peer Educator - Youth & Adolescent Health Service is responsible for coordinating, implementing, strengthening, monitoring and sustaining adolescent and youth health programs at sub divisional level.

Key Responsibilities

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

1. Co-ordinate and facilitate the implementation of all health and wellness related activities and initiatives for the provision, promotion and protection aimed at improving, strengthening and maintaining the health and wellbeing of adolescent and youths at sub divisional level.
2. Provide general counselling, HIV counselling and psychosocial support to individual clients, or groups, and make appropriate referral to clinical personnel as required.
3. Attend training and capacity building programs on YAHS related issues.
4. Facilitate the implementation, monitoring and evaluation of the School Health Programme and the School Health Policy at Sub-divisional level.
5. Maintain inventory of office materials and equipment's provided through the program and maintain office cleanliness and youth friendly environment
6. Keep records of all reports, project proposals, budget details, site visit plans and registered client information
7. Maintain records of activities, and submit reports in a timely manner
8. Evaluate the effectiveness of personal and population based adolescent and youth health services at sub divisional level and make relevant recommendations
9. Actively contribute to all corporate requirements and activities of the ministry when required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities as outlined in the Individual Work Plan is achieved by the respective due dates in accordance with the required procedures, policies and regulations.
2. Reports are submitted in accordance to reporting standards and by the due date.
3. Inventory and records are maintained in a systematic manner with monthly reconciliation of inventory and records.
4. Active participation in the corporate activities of the ministry as and when required

Person Specification

In addition to a degree in Public Health, Psychology and Community Development, Counselling or equivalent at least 6 years work experience in counselling, awareness and advocacy in HIV & STI, Sexual & Reproductive Health, or other health related field the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience

1. Experience in working with adolescents and youths
2. Proven experience in the area of sexual and reproductive health;
3. Proven experience in monitoring and evaluating project or activities, including data management, collation and reporting.
4. A thorough understanding of project management and adult learning principles.
5. An understanding of relevant legislations, procedures related to the nature of work including an understanding of the Fijian Constitution.

Skills and Abilities

1. Demonstrated ability to coordinate, implement, and assess programs at the community level including monitoring and evaluation of activities
2. Ability to conduct, assess and report on training program
3. Excellent organisational skills with the ability to meet tight deadlines.
4. Ability to work in a team to achieve results.
5. Exceptional customer service skills
8. Computer literate with the ability to use Microsoft applications.
9. 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:	Senior Physiotherapist
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Northern Health Services
Unit/Division:	Physiotherapy Department
Duration:	5 years
Reports To:	Superintendent Physiotherapist
Subordinates:	Physiotherapists

The Position

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

Key Responsibilities

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

1. Develop, and monitor the implementation of the Business Plan for physiotherapy.
2. Manage the daily operations of the department in accordance with standard procedures, practices and policies within agreed timelines.
3. Facilitate training and development opportunities for staff for continuous professional development.
4. Manage staff performance in accordance with standard performance assessment guidelines.
5. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

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

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 9 years' proven experience in the field of physiotherapy, with 3 years at a supervisory level.
2. Knowledge and understanding of International conventional physiotherapy practice, OHS and
3. Labor regulations and physiotherapy standards of practice.
4. Proven experience in supervising and assessing performance of staff

Skills and Abilities

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

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	National Health Emergencies & Climate Change Coordinator
Salary Band:	Band G
Salary range:	\$28,605.45 - \$38,140.60 per annum
Location:	Dinem House, Headquarters – Suva
Duration	3 years
Unit/Division:	National Health Emergency & Climate Change Unit/Health Protection
Reports to:	Head of Health Protection
Subordinates:	Project Posts (x 2) – CCH/FEMAT

The Position

The role of the position is to plan and coordinate the Fiji National Health Emergency & Disaster Management Action Plan (HEADMAP), the Climate Change & Health Strategic Action Plan and monitor the implementation these Plans. The role also supervises the National Emergency Medical Team Initiative (EMT/FEMAT). The position's other roles include financial, budgeting, programming, possible human resource development; and conducting appropriate Climate Change, Health Emergency & Disaster Risk Reduction & Management training to equip MoHMS Staff for appropriate responses.

Key Responsibilities

The position will achieve its purpose through the following:

1. Formulation of Climate Change, Health Emergency & Disaster Risk Management policies, plans and procedures
2. Provide advise senior management on Climate Change, Health Emergencies and Disasters situation within the region and in Fiji.
3. Supervise the operations of HEOC
4. Coordinate the Fiji National Health Emergency & Disaster Management Action Plan (HEADMAP), the Climate Change & Health Strategic Action Plan and monitors the implementation these Plans
5. Supervises the National Emergency Medical Team Initiative (EMT/FEMAT) which includes trainings, deployments and procurement.
6. Provide capacity building for staffs in disaster management, FEMAT and CCH
7. Coordinate medical staff tour of duty with military detachments
8. Coordinate medical outreach under the Universal Health Care initiative
9. Coordinate and liaise with Government Shipping services for usage and engagement of MV Veivueti.

Key Performance Indicator

Performance will be measured through the following indicators:

1. The Climate Change, Health Emergency and Disaster Risk Management policies are developed and reviewed and services are delivered and are compliant with the policies, and within agreed timeframes.
2. All reports are submitted on the standard required within the agreed timeframes.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

4. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Selection Criteria

The Person

In addition to a Degree in Environmental Science/Disaster Management/Climate Change or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Sound Knowledge of the existing Disaster Management Framework within ministry and also the overarching frameworks that links the ministry to other stakeholders
2. Sound experience and knowledge in operating a command center and knowledge of incident command systems
3. Have an understanding of how the cluster system works
4. Sound knowledge of international, regional and national frameworks for Disaster management and Climate Change
5. Knowledge and experience in Windows operating system programs (Word, Excel etc.)
6. Possess basic knowledge in HEOC operations
7. Experience in post disaster/health emergency response

Skills and Abilities

1. Demonstrated ability to set up, manage, and operate an Emergency Operation Center
2. Ability to multitask and network with stakeholders and cluster members for efficient and effective response to disaster and emergency
3. Ability to plan and implement trainings and simulation as well as exercises and educational and community outreach programs
4. Review and analyze plans and procedures and making recommendations for revisions
5. Conduct risk and threat assessments and advise local officials regarding their disaster mitigation, response, and recovery procedures
6. Ensure preparedness through the availability of equipment and supplies and the availability of staff and facilities
7. 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:	Domestic Officer
Salary Band:	Band C
Salary Range:	\$12, 081.69 - \$15,489.35 per annum
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Laundry, Lautoka Hospital
Reports to:	Administrative Officer
Subordinates:	Nil

The Position

The position ensures the safe and smooth operations of the all laundry services, maintenance of the machines to facilitate services are provided on time and assisting the staff on meeting their goals and facilitating concerns to management.

Key Responsibilities

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

1. Supervise and manage all laundry staff
2. Planning, budgeting, organising and assigning of duties to subordinates.
3. Manage employee relations and customer service
4. Ensure compliance with Occupation Health & Safety regulations for all areas of work.
5. Ensure that established infection control procedures are followed in laundry department as some task may involve exposure to blood/body fluids.
6. Administration and implement support to the hospital services unit.
7. Assist in verification of complaints and all queries from wards and units.
8. Oversee 5 s implementation/OHS procedures in the Laundry department.
9. Submit timely reports to management on the stock status and highlight on out of stock items urgently.
10. Actively contribute in all corporate function of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provision of efficient, effective and timely advice and professional decisions that comply with the operational and business plans of the unit.
2. Ensuring timely supply of linen.
3. Timely and effective monitoring of staff, equipment and chemicals
4. Active participation in Corporate activities as and when required.

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or equivalent and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Experience in a similar role
2. Experience in managing and supervising a team.

3. Knowledge of Occupational Health and Safety in a workplace and Infection Control
4. Knowledge of basic computer applications such as Microsoft Applications
5. Understanding of the Constitution of Fiji

Skills and Abilities

1. Good Time management skills
2. Ability to follow instruction and work under minimum supervision
3. Good Communication skills, written and verbal
4. Ability to relate to others
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cleaner
Salary Band:	Band A
Salary:	\$4.60-\$5.90 per hour
Location:	Tamavua Twomey Hospital
Duration:	3 years
Unit/Division:	Tamavua
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

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

Key Responsibilities

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

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

Key Performance Indicators

Performance will be measured through the following indicators:

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

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

Personal Character 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.