

# NEW ADVERTISEMENTS – FIJI SUN 18 SEPTEMBER 2021

## MOHMS 328/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Supervising Dental Technician
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Dental Prosthetic Laboratory / Lautoka Hospital
<b>Reports to:</b>	Senior Dental Officer - Clinical
<b>Subordinates:</b>	Dental Technicians, and other dental cadres

#### The Position

The Supervising Dental Technician oversees and ensures that high quality laboratory prosthetic services are delivered in accordance with the Oral Health Business Plan.

#### Key Responsibilities

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

1. Actively manage/monitor and assess staff performance to enable delivery of quality prosthetics services.
2. Plans/ Organize and conducts outreach prosthetic tours (Districts and Maritime)
3. Identify/Propose area of training need/staff development.
4. Manage/Ensure equipment and procurement of adequate supply of prosthetic material/ resources and consumables ensuring timely delivery of service.
5. Monitor and analyse data collection process and review for accuracy on professional level report.
6. Actively contribute to the Ministry and/or corporate requirement.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and timely management and monitoring of staff performance and attendance to enable Business continuity and delivery of quality service in line with the Oral Health Business Plan.
2. Plan and participate in organization and delivery of prosthetic outreach services in accordance with the Oral Health Business Plan under agreed timeframes.
3. Effective and timely management of maintenance, stores, logistic request and requirements.
4. All reports are submitted within agreed timeframes to ensure quality data analysis and reporting for the betterment of prosthetic and orthodontic services in line with the Oral Health Business Plan.
5. Actively contribute to all corporate requirements of the Ministry.

#### Person Specification

In addition to Certificate of Dental Technology or equivalent with a valid Annual Practicing License registration the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

Sound knowledge and 5 years minimum experience in a similar role

Sound knowledge with relevant legislations.

Proven knowledge of relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to contemporary dental technology practice.

Maintain privacy and confidentiality of all patient or staff information and data.

Demonstrate experience in professional level communications (written, oral and interpersonal)

### **Skills and Abilities**

1. Demonstrate ability to lead and accountability for all actions and use approved clinical practice guidelines and evidence - base data in working with dental prosthetics, appliances and providing orthodontic services.
2. Demonstrate technical competence in line with the recognized scope of practice for dental technologist and to meet targets.
3. Demonstrate ability to use high level analysis and solve complex issues and problems in often resource constrained environments and budgets.
4. Demonstrate ability to manage and work effectively and cooperatively and ensure expected standards met

### **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 329/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Dental Officer
<b>Salary Band:</b>	Band I
<b>Salary Range:</b>	\$43,296.63 - \$55,508.50 per annum
<b>Location:</b>	Ba Health Centre, Labasa Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Oral Health / Western Health Services
<b>Reports to:</b>	Principal Dental Officer/Sub Divisional Medical Officer
<b>Subordinates:</b>	Dental Officer, Dental Therapist, Dental Hygienist

### The Position

To coordinate, deliver, monitor and evaluate all oral health services and activities in accordance in relevant oral health standards, regulations and policies in an efficient and effective manner.

### Key Responsibilities

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

1. Provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases.
2. Prepare, deliver and assess the effectiveness of community outreach programs according to agreed policy and plans.
3. Gather and document relevant data, and prepare and submit required reports within the agreed time lines.
4. Facilitates and Monitors the usage of Standard operating procedures, policies, regulations and standards which impact upon the position, including contemporary Human Resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.
5. Actively contribute to all corporate requirements and activities of the Ministry where required

### Key Performance Indicators

1. Oral health/clinical dental records, programs and activities are provided in accordance with approved dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Clinical Targets are achieved as per Oral Health Business Plan and variations are captured and recorded.
3. Reports are submitted within the agreed time lines and in accordance with reporting standards.
4. Actively contribute to all corporate requirements and activities of the ministry when required.

### Person Specification

In addition to a Bachelor of Dental Surgery or equivalent, registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice as a General Dentist, the following knowledge, experience skills and abilities are required to perform the role of the post.

### **Knowledge and Experience**

1. At least 6 years' experience as a dental officer.
2. Demonstrated knowledge and practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontic, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Proven capacity and knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.

### **Skills and Abilities**

1. Demonstrated ability in the use of approved clinical guidelines and evidence base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrated ability to effectively work within and manage a team. Ability to communicate proficiently in English in both verbal and written.
3. Demonstrated ability to communicate effectively including excellent report writing skills with an attention for details.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
5. Demonstrated ability to manage, supervise, mentor, and train staff.
6. Customer focused approach with commitment to supporting the operational goals of the organization.

### **Personal Character and Eligibility**

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# MOHMS 330/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Secretary
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Eastern Health Services, Tamavua
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services / Eastern Health Services
<b>Reports to:</b>	Divisional Medical Officer, Eastern
<b>Subordinates</b>	Nil

### The Position

The incumbent will be responsible for providing effective and efficient secretarial and administrative services to the office of the Divisional Medical Officer, Eastern.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Maintain effective and efficient Secretarial support services to the Head of Department in the daily operation and providing services.
2. Maintaining Filing correspondence and ensure information are kept confidential.
3. Ensure that messages are communicated promptly to the Head of Department and appropriate feedback are provided in a timely manner.
4. Ensure recording minutes of the meetings and other meetings as assigned by Head of Department.
5. Organize for the Divisional Quarterly and Annual meetings with sub divisional heads.
6. Facilitate itinerary arrangements for the Head of Department or any other staff as assigned by the Head of Department for meeting and workshops.
7. Actively contribute to the ministry's corporate functions and activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure effective and timely facilitation of Secretarial work is provided within the anticipated standards.
2. Manage, plan and organize the Head of Department's daily calendar.
3. Ensure that the Head of Department is provided with timely and correct information as and when required.
4. Inward, outward mails and files are maintained in line with registry procedures.
5. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to Diploma in Secretarial Studies, Office Administration, and Management (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Secretary:

#### Knowledge and Experience

1. Extensive experience in the provision of administrative secretarial services or similar
2. Working knowledge of Microsoft Office programs

3. Knowledge of record keeping methods electronically and manually

### **Skills and Abilities**

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

### **Personal Character and Eligibility**

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 331/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Base salary &amp; Allowances:</b>	MOCA C: Base: 83,254.98 + On Call Allowance: 4,162.75 + Environmental Allowance 12,488.25 = F\$99,905.98
<b>Duration:</b>	5 years
<b>Location:</b>	Lautoka/Yasawa
<b>Division:</b>	Western Health Services
<b>Reports to:</b>	Divisional Medical Officer – Western Health Services
<b>Subordinates:</b>	Senior Medical Officers and Medical Officers within the Unit

### Overview of the Unit

The Sub Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

### The Position

The position supports and assists the Divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the geographic subdivision, under the responsibility of the Divisional Medical Officer and Chief Medical Advisor.

### Key Responsibilities

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

1. Provide leadership and management in the Subdivision to facilitate the implementation of its planned activities by working effectively with the Divisional Medical Officer Central and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Sub-divisional Hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance of the DMO.

6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

### **Person Specification**

In addition to a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

### **Skills and Abilities**

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Advance Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Experienced officer who can supervise a Subdivision to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Ability to collaborate with Stakeholders and Health Advocates.
5. A Leader experienced in training, mentoring and supporting research.
6. A professional who demonstrates the highest values and ethical practice.



**Personal Character and Eligibility**

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# RE-ADVERTISEMENTS – FIJI SUN 25 SEPTEMBER 2021

## MOHMS 80/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Manager - Tobacco Control Enforcement Unit (Project)
<b>Salary Band:</b>	Band I
<b>Salary Range:</b>	\$43,296.63- \$55,508.50 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Namosi House, Suva
<b>Unit/Division:</b>	Tobacco Control Enforcement Unit/Central
<b>Reports to:</b>	Chief Health Inspector (CHI)
<b>Subordinates:</b>	Tobacco Control Enforcement Officers and Assistant Tobacco Control Enforcement Officers

#### The Position

The position directly reports to the Chief Health Inspector/National Advisor Environmental Health. The work of the Manager is not only confined to a systematic enforcement program but includes a Comprehensive approach, tailoring other effective intervention programs such as cessation, health promotion and awareness, taxation advocacy and legislation in particular the Tobacco Control Act 2010 and its subsidiary legislation.

#### Key Responsibilities

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

1. Provide strategic advice on Tobacco Act and Regulation and enforcement to CHI and directions and guidance to staffs, tobacco industry including importers wholesalers and retailers.
2. Maintain effective administrative of the Tobacco Control Unit under supervision of Chief Health Inspector, strengthen enforcement partnership, networking and sharing of enforcement experience and information with other National and Regional organizations. Ensure that best practices prevail when enforcing the Law and facilitate review of sections of the Tobacco Control Decree which requires amendments to strengthen enforcement and prosecution procedures.
3. Ensure appropriate licensing and registration mechanism is in place and ensure compliance by all stakeholders with licensing provisions under the Tobacco Control Act 2010. Provide quality customer service, maintain quality of work, and work in a systematic and orderly manner to achieve overall goals of the organization.
4. Develop and monitor Unit Business plan, Unit budget and IWP for the unit officers. Monitor work performance of all Tobacco Control Enforcement Officers and Assistant Tobacco Control Enforcement Officers in Fiji.
5. Provide Quarterly Reports on all activities listed under the work plan and ensure timely submission of these reports and update WHO reporting instrument required under the Framework Convention on Tobacco Control.
6. Develop awareness programs, tobacco free settings, training package and formulate training plan for the unit and ensure that Tobacco Control Officers are trained accordingly and provided with appropriate enforcement knowledge and skills.
7. Actively participate in the corporate activities of the Ministry.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Number of collaborations held with other government and non- governmental organization to enforce tobacco Legislations and to ensure that existing laws and policies complement the Tobacco Act 2010 and its subsidiary Regulations.
2. Number of offenders booked and taken to court through effective implementation of Tobacco Control Act 2010,
3. Ensure that unit business plan deliverable are achieved as planned At least weekly Number of briefs and all reports are provided to CHI on a regular and at the end of the year on all activities done and outcomes achieved.
4. Ensure all Tobacco import, wholesale and retail including sukhi, electronic and e-cigarettes importations and sales are registered and licenses as per Tobacco Control Act and Regulations.
5. Active participation in the corporate activities of the Ministry as and when required.

## **Person Specification**

In addition to a minimum qualification of a University Degree in Environmental Health or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role as Manager Tobacco Control:

### **Knowledge and Experience**

1. At least 5 to 7 years of experience as a Health Inspector or Tobacco Control Officer or in a similar position in any other organisation.
2. Thorough understanding and knowledge of the Tobacco Control Act and Tobacco Control Regulations, Knowledge on taxation, sentencing, Penalties, and Crimes Act and other legislations under the Environmental Health
3. Knowledge and experience in investigation and prosecution procedures, court procedures, protocols, litigation and experience in appearing in court as a prosecutor is necessary
4. Understanding of international protocols and treaties under World Health Organisation Framework Convention on Tobacco Control (WHO FCTC) and experience in formulating and amending policies, regulations and reports,
5. Knowledge and experience in writing cabinet papers, development of MOUs and parliamentary questions and answers for the ministry.
6. Experience in community mobilization, media presentations, conducting trainings and report writing.
7. Experience in working with other stakeholder's internal and external customers, Government departments and NGOs who have equal interest in enforcement works.

### **Skills and Abilities**

1. Demonstrate ability to Communicate (oral and written) effectively with all stakeholder in the workplace;
2. Ability to plan, organise, implement and monitor progress of the unit performance;
3. Demonstrate effective leadership skills and team work;
4. Demonstrate ability to maintain confidentiality and neutrality in a sensitive environment;
5. Ability to coordinate or facilitate multiple tasks activities including organisation of enforcement operational works.
6. Ability of applying technical expertise, drive for results with integrity and Willingness to take on any extra duties delegated by the supervisors.
7. Demonstrates good leadership and supervising skills, persuading and influencing, deciding and initiating actions.
8. Excellent prosecution and enforcement skills is required.
9. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

**Personal Character and Eligibility**

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# MOHMS 81/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	National Mental Health Officer (Project)
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Namosi House, Suva
<b>Unit/Division:</b>	Mental Health
<b>Reports to:</b>	Chief Medical Advisor, Head of Wellness
<b>Subordinates:</b>	None

### The Position

The position provides support in the development of Mental Health Awareness, and Psychosocial Rehabilitation programs in the seven (7) Wellness settings; manage and administer all Mental Health activities.

### Key Responsibilities

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

1. Responsible for the preparation of training materials on Mental Health Training, Awareness and Psychosocial Rehabilitation.
2. Promote Mental Health to people of all age groups in the seven (7) wellness settings.
3. Liaise with all relevant stakeholders to conduct Mental Health Training, Awareness and Psychosocial Rehabilitation programs
4. Responsible for Mental Health IEC distribution to stakeholders
5. Work with and provide financial and administration support to other officers of Ministry of Health & Medical Services and respective stakeholders in conducting Mental Health activities and programs;
6. Provision of reports to respective supervisors and stakeholders;
7. Assist in conducting community based Mental Health trainings and surveys;
8. Organize and arrange logistics for Mental Health Unit staff and participants of its programs, workshops and meetings;
9. Maintain Issuing, Requisition and Asset registers for Mental Health Unit.

### Key Performance Indicators

1. Ensure timely submission of all reports within the agreed timeline
2. Ensure timely management of operational standards, policies, guidelines and procedures to strengthen Mental Health Services is provided.
3. Ensuring improvements in quality assurance and timely access to Mental Health Information
4. Participation in Corporate activities as and when required.

## **Person Specification**

In addition to Bachelor in Nursing or Public Health (or equivalent), the incumbent must also have the following Knowledge, Experience, Skills and Abilities. Post Graduate Certificate in Mental Health or Health Sciences would be essential.

### **Knowledge and Experience**

1. Experience in voluntary or community work relating to Mental Health or similar field
2. Experience in design, plan, implement and administer training
3. Knowledge and understanding of the primary health care and health promotion concept
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

### **Skills and Abilities**

1. Good communication skills, both written and verbal with an attention for detail when writing reports
2. Demonstrated ability to work cooperatively and effectively within a team environment
3. Ability to effectively use Microsoft programs
4. Demonstrated effective organizational skills to meet tight deadlines
5. Effective training development, delivery and evaluation skills
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character and Eligibility**

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# MOHMS 82/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Supervising Pharmacy Technician
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Labasa Hospital (1), Vunisea Hospital (1), CWM Hospital (2)
<b>Unit/Division:</b>	Northern / Eastern / Central
<b>Duration:</b>	5 years
<b>Reports to:</b>	Senior Pharmacist
<b>Subordinates:</b>	Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

### The Position

The position is responsible for the management & operation of different units within the pharmacy department and ensures the effective and efficient delivery of high quality & progressive pharmacy service and medicine advice to produce optimum patient outcomes.

### Key Responsibilities

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

1. Manage and supervise the processes of Inpatient Dispensing, Outpatient Dispensing, Extemporaneous Manufacturing and Clinical Pharmacy ensuring adherence to Good Pharmacy Practice Guidelines
2. Oversee and be responsible for the management of medicine stock including stock take, ordering,
3. Stock rotation, stock replenishment and distribution
4. Monitor unit personnel performance and ensuring staff are performing and achieve agreed outcomes
5. Prepare and submit unit reports
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human
7. Resource activities when required

### Key Performance Indicators

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.
5. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

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

**Knowledge and Experience**

1. At least 4 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

**Skills and Abilities**

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

**Personal Character and Eligibility**

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# MOHMS 119/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Consultant/National Advisor Mental Health
<b>Salary Band:</b>	Band M
<b>Base Salary &amp; Allowance:</b>	MOCA B: Base Salary: 103,445.90 + On Call Allowance: 15,516.89 + Environmental Allowance 15,516.89 = F\$134,479.67
<b>Duration:</b>	5 years
<b>Location:</b>	St. Giles Hospital/Namosi House
<b>Reports to:</b>	Medical Superintendent St. Giles Hospital, Permanent Secretary
<b>Subordinates:</b>	Chief Medical Officer, Principal Medical Officers, Senior Medical Officers, Medical Officers

### Overview of the Hospital

St Giles Hospital is the national referral hospital for specialized mental health services responsible for overseeing promotion, prevention, curative and rehabilitation activities for mental health. It is also a National Training Centre.

### The Position

The position supports and assists the HOD in the provision of high-quality services in the relevant Specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

### Key Responsibilities

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with Medical Superintendent.

2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

### **Person Specification**

In addition to the following knowledge, experience, skills and abilities, the applicant must have: A Masters degree in Psychiatry or equivalent qualification AND a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in Psychiatry or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council

### **Knowledge and Experience**

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

### **Skills and Abilities**

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

### **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. **The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.** 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 170/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Medical Superintendent
<b>Salary Band:</b>	Band N
<b>Base Salary &amp; Allowance:</b>	MOCA B: Base Salary: 106,857.63 + On Call Allowance: 16,028.64 + Environmental Allowance 16,028.64 = F\$138,914.92
<b>Duration:</b>	5 years
<b>Location:</b>	St. Giles Hospital
<b>Reports to:</b>	Chief Medical Advisor/Consultant, Permanent Secretary
<b>Subordinates:</b>	All staff

### Overview of the Hospital

St Giles Hospital is the national referral hospital for specialized mental health services responsible for overseeing promotion, prevention, curative and rehabilitation activities for mental health. It is also a National Training Centre.

### The Position

The position is responsible for the overall development and management of Mental Health Services nationally. In addition, the position oversees the general management of all health facilities including the delivery of planned services in the hospital within agreed budgetary parameters compliant with standards of services developed by the Ministry of Health and Medical Services according to values of the Ministry.

### Key Responsibilities

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

1. Provide leadership to promote the interest and development of the Mental Health Services through strategic planning, ensuring cohesion of the overall functions of the services by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Lead in reviews, monitor and evaluate activities of Hospital plans to ensure corrective measures are undertaken to provide effective and efficient services.
3. Responsible for provision of expert opinion, medical reports & medico-legal assessments.
4. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
5. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.
6. Undertake no more than 20% of clinical responsibilities by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the Hospital/Divisional plans agreed to with PSHMS.

2. Undertake clinical/PH responsibilities in the hospital/Division or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of the hospital plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

### **Person Specification**

In addition to relevant postgraduate qualifications in Psychiatry and a Registered Specialist in Psychiatry from respective Institution (Association and/or College) which is recognized by the Fiji Medical Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Strong knowledge of evidence-based standards of safe Psychiatry practices and Medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in Mental Health.
5. Experience working and managing a hospital with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

### **Skills and Abilities**

1. Excellent Clinical Skills and Procedural skills.
2. Is articulate and able to engage at International and National high level meetings/negotiations.
3. Strong Organizational and Administrative Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex problems using an evidence-based approach and offer expert opinion on a range of problems taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Clinical expertise at the level of Consultant Psychiatrist.
2. Experienced manager who can supervise a hospital to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

### **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. **The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.** 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 174/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Consultant
<b>Salary Band:</b>	Band M
<b>Base Salary &amp; Allowances:</b>	MOCA B: Base: 103,445.90 + On Call Allowance: 15,516.88 + Environmental Allowance 15,516.88 = F\$134,479.67
<b>Duration:</b>	5 years
<b>Location:</b>	Radiology Unit
<b>Division:</b>	Lautoka Hospital
<b>Reports to:</b>	Medical Superintendent
<b>Subordinates:</b>	Chief Medical Officers

### Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral Centre for Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

### The Position

The position, HOD Radiology supports and assists the Medical Superintendent in the provision of high quality services in the field of Radiology, consistent with the values of the Ministry of Health and Medical Services.

### Key Responsibilities

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with MS.
2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

### **Person Specification**

In addition to the following knowledge, experience, skills and abilities, the applicant must have: A Masters degree in Radiology or equivalent qualification AND a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in Radiology or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

### **Knowledge and Experience**

1. Strong knowledge of evidence-based standards of safe practices in the field of Radiology and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

### **Skills and Abilities**

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
7. A professional who demonstrates the highest values and ethical practice.

### **Personal Character and Eligibility**

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