

# NEW ADVERTISEMENTS – FIJI SUN 16 OCTOBER 2021

## MOHMS 350/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Cold Chain Technician
<b>Salary Band:</b>	Band D
<b>Salary Range:</b>	\$7.50 - \$9.61 per hour
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services Centre
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Expanded Programme on Immunisation/ Cold Chain
<b>Reports:</b>	Directly to: Head of FPBSC Indirectly to: Head of Family Health and National EPI Coordinator
<b>Subordinates:</b>	Nil

#### The Position

The position is responsible for planning, implementation, strengthening and monitoring of cold chain equipment installation and maintenance activities at all levels in Health facilities and provide logistics support for the EPI program.

#### Key Responsibilities

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

1. Install, maintain and service refrigerators and other cold chain equipment;
2. Prepare and maintain an up-to-date cold chain inventory;
3. Report, requisite and account for vaccines, equipment and allocated resources;
4. Support refresher training for users on maintenance and repair of cold chain equipment
5. Offer safe custody for the equipment and maintain their functionality;
6. Document best practices and lesson learned with regard to cold chain equipment;
7. Organise purchase of vaccine refrigerators and parts required with key stakeholders;
8. Responsible for the delivery of vaccines under the EPI program;
9. Actively participate in all corporate activities of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All cold chain complaints and delivery of vaccines are addressed within the allocated timeframe;
2. Accuracy of Cold Chain Inventory System are maintained in accordance with Standard procedures and within the agreed timeline;
3. Timely maintenance and servicing of refrigerators and other cold chain equipment and availability of parts as and when required;
4. Weekly and monthly reports on the implementation and monitoring of the cold chain activities are submitted to the program manager as per reporting standards.
5. Participation in the corporate activities of the as and when required.

#### Person Specification

A Diploma or Certificate in refrigeration and air conditioning or mechanical engineering from an accredited university or equivalent. In addition, the following knowledge, experience, skills and abilities are required to successfully undertake the role of Cold Chain Technician:

**Knowledge and Experience**

1. At least five years professional experience in a demanding, results-oriented environment in cold chain equipment installation and maintenance work;
2. Knowledge and management skills on installation and maintenance of cold chain equipment, including new refrigeration technologies;
3. A working knowledge of the occupational health & safety at the work place Act and other relevant legislations related to the nature of the work.

**Skills & Abilities**

1. Strong organisational skills with the ability to work in a high-pressure, fast-paced environment and handle multiple tasks simultaneously
2. Excellent oral and written communication skills including the ability write reports with an attention for detail;
3. Capacity to utilize computer programs to support daily operations.
4. Ability to set and meet deadlines as per work plan.
5. Service oriented approach, with 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 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 351/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Executive Officer
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 to \$24,412.50 per annum
<b>Location:</b>	Headquarters, Dinem House
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Executive Support Unit (ESU)
<b>Reports to:</b>	Principal Administrative Officer (ESU)
<b>Subordinates:</b>	Nil

### The Position

The position assists in the provision of general support services to the office of the Executive Management of the Ministry of Health & Medical Services and ensures the dissemination of information is provided in a timely manner.

### Key Responsibilities

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

1. Assist in providing general (Administrative, Secretarial and Logistical) support services to the Executives of the Ministry consisting the Minister, Assistant Minister and Permanent Secretary for Health and Medical Services
2. Assist in planning and organizing local / international tours or events for the Minister / Assistant Minister and Permanent Secretary for Health and Medical Services and report on the issues obtained in while accompanying the Ministers to the event.
3. Assist in arranging meetings/workshops with stakeholders, internal & external customers for the Minister / Assistant Minister and Permanent Secretary for Health and Medical Services as and when required.
4. Maintain the Attendance Register for the Executive Support Unit and submission of monthly Absenteeism Returns;
5. Maintain, manage and monitor the Executive Support Unit's inventory.
6. Participate in the corporate activities of the Ministry

### Key Performance Indicators

1. Ensure all reports and statements presented to the respective Head of Departments of the Ministry are processed within the agreed timeframe.
2. All official records managed and filed in accordance with legislative requirements and approved Ministry policies and procedures are adhered to in all administrative undertakings.
3. Timely submissions of factual and accurate reports and programme documentation.
4. Meetings and travel organized efficiently and effectively.
5. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to a Diploma in Human Resource Management, Public Administration, Industrial and Employee Relations (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

**Knowledge and Experience**

1. At least 3 years' experience in the specific field relevant to the job
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
5. Experience in supervising a team.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

1. Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
2. Demonstrated ability to multitasking, manage conflict and change.
3. Strong analytical skills with attention to detail
4. Excellent time management skills with the ability to meet tight deadlines.
5. Demonstrated ability to effectively work within a team.
6. Excellent communications skills both written and verbal
7. 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 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 352/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Administrative Officer
<b>Salary Band:</b>	Band F
<b>Salary Range:</b>	\$22,258.74 to \$28,883 per annum
<b>Location:</b>	Headquarters, Dinem House
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Executive Support Unit
<b>Reports to:</b>	Principal Administrative Officer (ESU)
<b>Subordinates:</b>	Executive Officer

### The Position

The position assists in the planning and delivery of general support services to the Executive Support Unit and ensures all information for all departmental correspondence and arrangements is disseminated in a timely manner.

### Key Responsibilities

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

1. Provide general (administrative, secretarial and logistical) support services to the Head of Executive Support
2. Primary point of contact between the Executives and stakeholders (internal/external) consultations for the development of Memorandum of Understanding / Memorandum of Agreement and Cabinet Papers;
3. Ensure that relevant data and information required by the Head of Executive Support Unit for the Minister's statement for parliament session are in order and health issues raised during the parliament session are well captured and conveyed to the relevant officers for feedback and comments.
4. Assist in ensuring that health general issues are forwarded to respective departmental heads for action with consistent follow ups.
5. Coordinate and research urgent information for the Honourable Ministers and Permanent Secretary briefings through Head of Executive Support Unit.
6. Actively contribute in all corporate activities of the Ministry

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure all reports and statements presented to the respective Head of Departments of the Ministry are processed within the agreed timeframe.
2. All official records managed and filed in accordance with legislative requirements and approved Ministry policies and procedures are adhered to in all administrative undertakings
3. Actively contribute in all corporate activities of the Ministry

### Person Specification

In addition to a Degree in Human Resource Management, Public Administration, Industrial and Employee Relations (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

### **Knowledge and Experience**

1. 5 to 6 years' experience in the specific field relevant to the job
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
5. Experience in supervising a team.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
2. Demonstrated ability to multitasking, manage conflict and change.
3. Strong analytical skills with attention to detail
4. Excellent time management skills with the ability to meet tight deadlines.
5. Demonstrated ability to effectively work within a team.
6. Excellent communications skills both written and verbal
7. 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 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 16 OCTOBER 2021

## MOHMS 202/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	National Advisor Oral Health
<b>Salary Band:</b>	Band L
<b>Salary Range:</b>	\$67,830.20 - \$86,961.80 per annum
<b>Location:</b>	Namosi House, Headquarters
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Executive Support Unit
<b>Reports to:</b>	Permanent Secretary through Chief Medical Advisor
<b>Subordinates:</b>	Oral Health Promotion Officer Dental Technician Officer Principal Dental Officers Divisional Dental Officers

#### Overview of the Unit

The Executive Support Unit is situated in the ministry's head office and provides support to the senior executives of the Ministry in the areas of Governance, Communications, Logistics, and High-Level Meetings and International engagements. The unit also provides advisory support in the health delivery and corporate support areas through coordination, facilitation and monitoring of activities as instructed by the senior executives of the Ministry.

#### The Position

The position is responsible to the Permanent Secretary for Health and Medical Services through the Chief Medical Advisor for policy advice and management of the National Oral Health Services in Fiji. The position support and assists in facilitating endorsed strategies and activities under the Ministry's National Strategic Plan, the Annual Operational Plan and pertinent national guiding documents such as the Health Services Provision Remodeling Framework, and the National Surgical, Obstetrics and Anaesthesia Plan (NSOAP). With the support of the divisional managers, the position assists the Chief Medical Advisor in spearheading the development and endorsement of the National Oral Health Plan, the budgeting and implementation of targeted high priority areas of the plan, and the monitoring, and evaluation of all activities for national oral health services.

#### Key Responsibilities

1. The position will achieve its purpose through the following key duties.
1. Provide policy advice on all matters pertaining to oral health in Fiji to the Permanent Secretary through the Chief Medical Advisor.
2. Lead in the development and formulation of national Oral Health policies and Oral Health Strategic Plans.
3. Lead and facilitate the planning, monitoring, evaluation and review of oral health programs in the four health divisions, ensuring alignment to endorsed policies and plans, identification of areas for improvement and the implementation of remedial actions through the clinical governance framework approach.
4. Provide advice and support for the procurement and distribution of identified dental equipment, materials, consumables and dental instruments.
5. Lead and facilitate the recruitment and development of an appropriately trained, skilled and motivated oral health workforce

6. Lead and facilitate audits and analysis of service provision and technology development that will guide cost effective future development and enhancement of services.
7. Perform the role and responsibilities of the Deputy Chairperson of the Fiji Dental Council, and liaises regularly with the Council (FDC) on relevant issues with regards to dental staff and the dentistry profession.
8. Support the development and endorsement of the National Surgical, Obstetrics and Anaesthesia Plan (NSOAP) including the establishment of the Collaborative Centre for Safe and Affordable Surgery (CCSASOA) in Fiji through appropriate and timely engagement with stakeholders and partners in a positive collegiate manner.
9. Assist in the preparation of the national budget by providing input for the budgetary requirement of the National Oral Health Services.
10. Participate in the corporate activities of the Ministry.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely provision of policy advice on oral health to the Senior Executive team that is of high quality, factual and accurate.
2. Oral Health Policies and National Oral Health Plans are formulated, endorsed and implemented in a timely manner
3. Endorsed oral health programs are monitored and evaluated with timely identification and addressing of services gaps and areas of improvement
4. Coordination, collaboration and advice on prioritization, selection, procurement and acquisition of identified dental equipment, materials, consumables and dental instruments are done efficiently and cost effectively.
5. Recruitment, training and mentoring of the oral health staff contribute to maintaining an appropriately trained, skilled and motivated workforce
6. Preparation and contribution to divisional and national oral health budget submissions meet recommended quality and timelines.
7. Contributions to planning and development forums and guiding documents are timely and of high quality and accuracy.
8. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to an undergraduate degree in oral health and a Master's Degree or higher in a related field in dentistry, oral health, health, health management, or health policy, and have valid registration and annual practicing license with Fiji Medical and Dental Council, the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

### **Knowledge and Experience**

1. Strong knowledge base and proven experience in a similar role.
2. High level of understanding of the requirements of dental services delivery in both the clinical and preventative areas.
3. Strong knowledge of evidence-based standards of safe practices in a specialty field in oral health and/or oral health services in general.
4. Broad understanding and experience in the use of concepts and tools used in clinical leadership, audits, research, monitoring and evaluation and clinical governance.
5. Proven experience in oral health policy development, implementation and review.
6. Understand and has implemented policies for human resources management.
7. Understand aspects of the Fijian Constitution (2013) and applicable laws in Fiji that relate to health regulations, policies and medico-legal compliance.

### **Skills and Abilities**

1. Excellent clinical and public health skills including procedural skills.
2. Excellent communication skills with ability to advise Senior Management.
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 analyze and solve complex dental problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant specialized field of Oral Health, showing some independent responsibility without direct supervision.
6. Demonstrated ability to establish and maintain network with relevant stakeholders.
7. Demonstrated ability to organize professional development activities (conferences, meetings and workshops) for personal and team members' learning and development.
8. Service oriented approach with a commitment to achieving the corporate objectives of the organization.

### **Personal Character and Eligibility**

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