

# NEW ADVERTISEMENTS – FIJI SUN 02 OCTOBER 2021

## MOHMS 332/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Labourer
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	Kese Health Centre
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services/ Western Health Services
<b>Reports to:</b>	Clerical Officer/ Executive Officer
<b>Subordinates:</b>	Nil

#### The Position

The position is responsible for maintaining the cleanliness of the hospital environment.

#### Key Responsibilities

1. Ensure the removal and disposal of waste from the hospital premises in compliance with OHS standards
2. Ensure the beautification of the health facility and quarters are maintained
3. Ensure that all equipment/ tools are well serviced and maintained
4. Ensure to clean and maintain the surrounding of the health facility;
5. Actively contribute to the ministry's corporate functions and activities.

#### Key Performance Indicators

1. Cleanliness of the premises and institutional quarter's compound is properly maintained in a timely manner.
2. All tools and equipment are properly maintained as per agreed arrangement
3. Participate in all corporate functions as and when required

#### Person Specification

In addition to the completion of Secondary School or similar, with a Certificate in Master/Engineering Class 6 [Boat], the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Experience in a similar work environment
2. Basic knowledge of Occupational Health & Safety
3. Knowledge of proper handling and use of working materials [tools]
4. Possesses basic carpentry, plumbing and gardening work experience

#### Skills and Abilities

1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player
3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
5. Customer focused approach with commitment to supporting the operational goals of the organization

**Personal Character & 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 333/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Messenger /Driver
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Registry, Dinem House, Headquarters
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Personnel / Human Resources
<b>Reports to:</b>	Executive Officer
<b>Subordinates:</b>	Nil

### The Position

The position ensures proper maintenance of files in Registry and mail run in addition to provision of all approved requests with reliable and safe driving services to the 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. Create, maintain and update subject and personal files in Registry (manually and electronically) and mark to respective desk officers for action.
2. Ensure mail runs are done in a timely manner.
3. Transport officials in a safe, timely and effective manner and abide by all road rules and requirements under the transport policy whilst on official duty.
4. Maintain the vehicle in good working condition and ensure vehicle documentation, recordings and reports are submitted in a timely manner.
5. Actively contribute to all corporate requirements of the Ministry

### Key Performance Indicators

Performance will be measured through the following indicators:

1. File maintenance and mail runs are completed within agreed timelines.
2. Passengers reach respective destinations safely and with comfort within agreed time of travel.
3. Daily submission of vehicle records such as running sheets, maintenance, fuel and other reports when necessary in addition to daily cleanliness of vehicle ensuring excellent working condition.
4. Actively contribute to all corporate requirements of the Ministry.

### Person Specification

In addition to the minimum completion of Form 6 Secondary School qualification or higher, minimum 5 years driving on a full valid driving license with necessary classifications, a valid Defensive Driving Certificate and a copy of license history with LTA. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. 2 years of administration in a similar work environment and minimum 5 years' experience in driving on a full valid license class 2 to 6.
2. Knowledge of filing systems and records management with an understanding of the role of HR in a large organization.
3. Basic knowledge of Occupational Health and Safety.

4. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
5. Understanding of Land Transport Authority regulation for Drivers and Vehicles and other applicable transportation laws of Fiji.

### **Skills and Abilities**

1. Ability to work effectively with a team, plan and manage daily work effectively to meet set deadlines
2. Good communication skills both verbal and written with the ability to maintain confidentiality
3. Basic computer skills to support the operation of the unit
4. Ability to drive safely and in accordance with relevant rules and regulations
5. Ability to drive both manual and automatic vehicles.
6. Good customer service skills with a service-oriented approach and commitment to supporting the operational and corporate environment of the organization.

### **Personal Character & Eligibility**

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

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# MOHMS 334/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Driver
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Dinem House, Headquarters
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Asset Management Unit
<b>Reports to:</b>	Executive Officer
<b>Subordinates:</b>	Nil

### The Position

The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

### Key Responsibilities

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

1. Transport officials in a safe, timely and effective manner whilst on official duty.
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are submitted on a timely manner.
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations.
5. Abide by all road rules and requirements under the transport policy
6. 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. Daily submission of vehicle records such as running sheets, maintenance, fuel and other reports when necessary.
3. Maintenance and daily cleanliness of vehicle ensuring excellent working condition
4. Participate in all corporate functions as and when required

### Person Specification

In addition to the minimum completion of Form 6/7 Secondary School qualification or higher, minimum 5 years driving on a full valid driving license with necessary classifications, a valid Defensive Driving Certificate and a copy of license history with LTA. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. Minimum 5 Years' 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. Minimum 5 years driving experience on a full valid license class 2 to 6.
5. Understanding of Land Transport Authority regulation for Drivers and Vehicles and other applicable transportation laws of Fiji;

**Skills and Abilities**

1. Ability to drive safely and in accordance to relevant rules and regulations
2. Ability to drive various class of vehicles including manual and automatic.
3. Good communication skills both verbal and written
4. Ability to work effectively with a team
5. Ability to plan and manage daily work effectively
6. Ability to travel on official duties to all the health facilities in Fiji.
7. Good customer service skills with a service oriented approach and commitment to supporting the operational and corporate environment of the organization.

**Personal Character & Eligibility**

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# MOHMS 335/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Technician Attendant[CSSD]
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Fiji Centre for Communicable Disease Control/Virus Lab
<b>Duration:</b>	3 years
<b>Unit/Division</b>	Central Sterilization Supply Department
<b>Report To:</b>	Senior Medical Officer
<b>Subordinates:</b>	Nil

### The Position

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

### Key Responsibilities

The position will achieve its purpose through the following:

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

### Key Performance Indicators

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

### Person Specification

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

### Knowledge and Experience

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

### Skills and Abilities

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

### Personal Character & 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 02 OCTOBER 2021

## MOHMS 226/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Supplies Officer – Reproductive Health Commodity Security
<b>Salary Band:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Location:</b>	Fiji Pharmaceutical and Biomedical Services
<b>Duration:</b>	Contract expires in December 2022
<b>Unit/Division:</b>	Family Health Unit/FPBS
<b>Reports to:</b>	National Program Officer Maternal, Reproductive Health &
<b>Subordinates:</b>	Nil

#### The Position

The position ensures end to end Supply Chain Management of Reproductive Health Commodities from National Warehouse to all health facilities. The position will also assist roll out of M-supply in Fiji and Reproductive Health Supplies.

#### Key Responsibilities

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

1. Implement successful rollout of the M-supply for Reproductive Health Commodity Security (RHCS) in Fiji.
2. Ensure proper implementation, coordination and tracking of logistics activities of Maternal, Reproductive Health & Gender program supplies for Ministry of Health & Medical Services. This includes receive order from UNFPA and register them in the M-supply system and maintain appropriate stock controls at FPBS with updated electronic entry in stock cards and supply.
3. Receive quarterly request and send orders out to all facilities, record appropriately in the M-supply system and perform monthly stock counts and keep records and documents up to date with information of current stocks at FPBS. Supervise and follow-up deliveries of commodities to all health facilities in Fiji on a quarterly basis.
4. Perform inventory stock counts and reconciliation on a quarterly basis. DO quarterly data analysis and send report to National Program Officer.
5. Initiate and document any communication as regards to discrepancies, damages or other issues identified during the receiving and inspection process.
6. Receive reports of any adverse drug reaction, prepare analysis report with batch numbers and present to National Program Officer.
7. Coordinate safe disposal of damaged and expired goods in line with Ministry of Health & Medical Services disposal policy.
8. Actively contribute to all corporate functions of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and timely submission of quarterly and annual reports are submitted within the agreed timeframe and meets the standard reporting requirements including analytical trends, analysis of data and any recommendation for improvement.
2. Timely and effective monitoring and evaluation of effective supply chain management in the program with adherence to appropriate policies and standards.

3. Successful rollout of M-supply in Fiji reaching up to nursing station level.
4. None of the facilities report out of stock on all RH commodities.
5. Actively contributed to all corporate requirements of the Ministry.

### **Person Specification**

In addition to Diploma in Public/Business Administration, Finance Business Management, Nursing, Public Health, Pharmacy or equivalent with relevant qualification in Inventory management or Logistic Supply Chain, the following knowledge, experience, skills and abilities required to successfully undertake this role:

### **Knowledge and Experience**

1. Minimum of 3 to 5 years relevant experience in supplies management, logistics or related field in an international organization, the private or public sector preferably in health sector.
2. Knowledge of good storage and distribution practice is desirable.
3. Experience with M-supply or other specialized inventory management software is desirable.

### **Skills and Abilities**

1. Excellent skills in MS Office Packages, database and the internet.
2. Skills in use of Logistics & Supply Management software.
3. Strong interpersonal planning and organization skills.
4. Good written and verbal communication skills.
5. Strong analytical and data interpretation skills.
6. Service-oriented approach, with a commitment to supporting the operations/corporate environment of the organization.

### **Personal Character & Eligibility**

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