

MOHMS 336/2021



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

**Corporate Information**

<b>Role:</b>	Cook
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Korovou Hospital, Nausori Health Centre
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Foodservices Unit/Central
<b>Reports to:</b>	Dietician/Senior Dietician
<b>Subordinates:</b>	Nil

**The Position**

The position ensures the timely preparation and provision of meals for patients at the health facilities.

**Key Responsibilities**

1. The position will achieve its purpose through the following key responsibilities:
2. Reports directly to the Supervisor Dietician on a day to day basis.
3. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.
4. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
5. Ensure food items to be used for day is available.
6. To assist in the cost effective management of the food budget.
7. To identify and participate in any training appropriate to the position.
8. Ensure to be transparent with work and punctuality
9. Actively contribute to all corporate requirements of the Ministry.

**Key Performance Indicators**

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

**Person Specification**

In addition to the completion of Secondary School qualification and a Certificate in Cookery or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Knowledge of quality food preparation and presentation methods
2. Must have knowledge of food safety and hygiene
3. Experience in a similar work environment
4. Basic knowledge of occupational health and safety in the workplace

**Skills and Abilities**

1. Ability to work effectively within a team and manage time
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
3. Demonstrate a high standard of personal appearance and good personal hygiene
4. Demonstrate ability to work under minimal supervision
5. Ability to communicate both verbally and written

**Personal Character & Eligibility**

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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## 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>	Beqa Health Centre
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services/ Central 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**

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Mortuary Attendant
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	Navua Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Laboratory/Central
<b>Reports to:</b>	SDMO
<b>Subordinates:</b>	Nil

### The Position

The position is responsible in transporting bodies for safe keeping, setting up and cleaning of the morgue area.

### Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Manages and releases the deceased to authorized person according to procedures, for autopsy or funeral rites.
2. Maintain morgue room laboratory supplies, instruments and equipment.
3. Manages and organizes morgue while providing additional assistance and support to pathologist/ medical personnel as needed
4. Monitors morgue and signs in visitors, law enforcement and government officials and legal personnel
5. Actively contribute to all corporate activities of the Ministry, where required

### Key Performance Indicators

Performance will be measured through the following:

1. All the deceased are released in accordance standard procedures and within the agreed time line.
2. All supplies, instruments and equipment are properly maintained as per required standards and guideline.
3. Cleanliness of the premises is properly maintained in a timely manner in compliance with Occupational Health & Safety regulations.
4. Monthly reports are submitted to Medical Officer.
5. Active participation in corporate activities of the Ministry as and when required.

### Person Specification

In addition to successful completion of form six level education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. Experience working in a similar environment.

2. Basic knowledge of maintaining cleanliness.
3. Basic knowledge of Occupational Health and Safety requirements at the workplace.
4. An understanding of Fire Safety procedures and the use of equipment.

#### **Skills and Abilities**

1. Ability to work professionally while handling deceased bodies.
2. Ability to maintain confidentiality and neutrality.
3. Demonstrated ability to communicate effectively.
4. Ability to work in a team to achieve its goals.
5. Ability to follow instructions and meet set timeline.
6. 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

<b>Role:</b>	Technical Officer Higher Grade (Radiography)
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 to \$44,561.50 per annum
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Radiography / Labasa Hospital
<b>Reports to:</b>	Supervising MIT, Senior MIT
<b>Subordinates:</b>	MITs

### The Position

The purpose of the position is to support Radiological clinical activities for efficient and effective delivery of special radiography services aligned with the Ministry's plans.

### Key Responsibilities

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the MOHMS:

1. Schedules patient appropriately and performs examinations in accordance with its protocols and guidelines.
2. Ensure that equipment technical faults, structural defects and consumable issues are recorded and reported to Supervisors for rectification in a timely manner.
3. Ensure correct weekly and monthly statistics are collected and submitted.
4. Actively monitor and assess subordinate performance to enable the delivery of quality services and outcomes.
5. To attend staff meetings, conferences and workshops relevant to job role.
6. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities for examinations requested are completed and delivered in a scheduled time.
2. Equipment are operational and safe practices are carried out with timely reporting of equipment issues.
3. Effective and timely supervision of subordinates and students to ensure individual work plans are met and quality reports are provided, and outcomes are actioned in a timely manner
4. Actively contribute to all corporate requirements of the Ministry.

### Person Specification

In addition to a Bachelor in Medical Imaging Science or equivalent, registered and licenced under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

### **Knowledge and Experience**

1. At least 10 years of technical working experience in general and special radiography with sound knowledge of the all units work processes and protocols.
2. Sound knowledge of medical imaging equipment quality assurance and control.
3. Knowledge of relevant laws and legislations applicable to Radiology safety practices.

### **Skills and Abilities**

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and effectively work within a team environment.
2. Demonstrated ability to analyse and resolve complex problems.
3. Demonstrated supervisory and training skills to be able to effectively train subordinates.
4. Demonstrated ability to promote best use of resources and time to achieve work outcomes.
5. Demonstrated IT and Microsoft office skills to support the department operations.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character & Eligibility**

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# MOHMS 340/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Laboratory Technician
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Fiji Centre for Communicable Disease Control (1), Labasa Hospital (3), Lautoka Hospital (2), Sigatoka Hospital(1), Nadi Hospital (1)
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Pathology Laboratory
<b>Reports to:</b>	Technical Officer High Grade
<b>Liaises with:</b>	Consultant Pathologist, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer
<b>Subordinates:</b>	None

### The Position

The purpose of this position is to ensure that laboratory service are provided in accordance with the policies and procedures in a timely manner.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and Laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program of new recruits and students in consultation with respective supervisors.
5. Actively contribute to the corporate requirements of the Ministry.

### Key Performance Indicator

1. All laboratory services are delivered within the agreed timeframe and meet quality service standards and are compliant with the relevant policies and procedures.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. Training programs for new recruits are coordinated in a timely manner in consultation with lab supervisors.
4. Consumables, equipment and resources that support meeting work plans and department objectives are in sufficient supply at all times.
5. Participate in the corporate activities of the Ministry as and when required.

### Person Specification

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

### Knowledge and Experience

1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and Standard Operating Procedures;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work.

### **Skills and Abilities**

1. Excellent analytical skills with an attention for detail and accuracy of data
2. Demonstrated ability to work and contribute within a high performing team environment;
3. Good communication skills with the ability to write concise accurate reports.
4. Ability to manage work competing work priorities to meet scheduled timeframes;
5. Capacity to utilise computer programs to support the operations of the organisation
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **Personal Character & Eligibility**

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# MOHMS 341/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Community Rehabilitation Assistant (Project)
<b>Salary Band:</b>	Band D
<b>Salary Range:</b>	\$14,428.13 - \$18,497.60 per annum
<b>Location:</b>	Suva Health Centre
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Community Rehabilitation / Central Health Services
<b>Reports to:</b>	Respective Sub Divisional Health Sister
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for the assessment, planning, delivery and monitoring of an effective, efficient and quality rehabilitation services to persons with disabilities; promotion and prevention of disabilities to ensure that persons with disabilities receive the best of care which will enable them to become self-reliant and as functional as possible to improve their quality of life.

### Key Responsibilities

1. Organise and Conduct Disability Awareness and education at all levels in the community.
2. Liaise with Public Health Nurses in recording data regarding incidence and prevalence of disability and compiling a register of disabled or potentially disabled persons within the medical area to be utilized in the planning and development of services for persons with disability.
3. Assess, plan and implement therapeutic intervention of developmental, functional and social needs of an infant, child and adult with disabilities and their families.
4. Share knowledge and transfer therapeutic skills through demonstrations to persons with disabilities, parents, families/care givers, nurses, village health workers, volunteers and communities to develop their skills in offering simple advice, support and rehabilitation techniques based on assessed needs of the persons with disabilities
5. Facilitate the integration and inclusion of people with disabilities into functional community roles, activities, or work in accordance with the person's interest and abilities.
6. Design, prescribe and organize Assistive Devices for persons with disabilities from Ministry of Health, Governmental Organizations and Non – Governmental organizations, donor agencies, Faith Based Organizations etc.
6. Participate with the Public Health Staffs in the conducting of the Wellness Program and other national programs and events in combating Non Communicable Disease;
7. Promoting and facilitating the referrals of school aged children to the nearby pre-schools, schools and technical college to enhance the child's education.
8. Promoting the importance of monthly development checklist to MCH Nurses and mothers as a tool for early identification of children at risks or with disabilities.
9. Maintain record keeping and organisational requirements including preparation of monthly work plans, monthly reports and annual reports and their submission to Sub-divisional Health Sister and CRA/CBR Coordinator as appropriate.

### Key Performance Indicators

1. Ensure effective rehabilitation services is delivered

2. Effective communication with relevant staffs, patient and families in place for better coverage in all settings
3. Ensure safe and appropriate mobility technologies are prescribed for persons with disabilities
4. Timely and proper documentation of activities conducted.

### **Person Specification**

In addition to University qualifications (or equivalent) relevant to Disability, Individual Support or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Community Rehabilitation Assistant:

### **Knowledge and Experience**

1. At least 2 years' experience working with people with disabilities
2. Experience developing and providing person centered services
3. Experience assessment, identification, planning, delivering and monitoring therapeutic interventions to persons with disabilities
4. Experience managing and developing working with people with cultural diversity
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
6. Understanding of the Rights of the Person with Disabilities Bill [2016] & United Nations Convention of the Rights of the Person with Disabilities.

### **Skills and Abilities**

1. Excellent Communication Skills and have the ability to deal with persons with disabilities, their families and care givers with in the required legislative and policy framework.
2. Demonstrated ability to implement accurate therapeutic skills, delivery and evaluation.
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
5. Ability to network with other Stakeholders [GOs, NGOs, Faith Based Organizations, Donor Agencies] to meet the needs of the person with disabilities.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character & Eligibility**

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

**Corporate Information**

<b>Role:</b>	Nurse Practitioner
<b>Salary Band:</b>	Band I
<b>Salary Range:</b>	\$43,296.63 - \$55,508.50 per annum
<b>Location:</b>	Suva Health Centre
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Nursing/Central Division
<b>Reports to:</b>	Sub Divisional Medical Officer/Director of Nursing Central
<b>Subordinates:</b>	Registered Nurse

**The Position**

The purpose of this position is responsible for the effective and efficient delivery of health services to provide assistance to the medical officer in charge in ensuring that targets in the sub divisional business plan and the overall organizational objectives are met. It also works in collaboration with other health care professionals within the team to meet the client’s needs.

**Key Responsibilities**

The position will achieve its purpose through the following key responsibilities/duties; service leadership role, clinical role, professional, and, management roles apart from working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Assists in the management and planning of the daily operation of the health centre to ensure health services are delivered as per approved plans, policies, and guidelines and competently perform within the scopes of practice.
2. Manages individual, family or community health/illness status, maintains good nurse-client relationships, educates and coaches individuals, families and communities to recover from illness, achieve health and wellness.
3. Develops and maintains the nurse practitioner role, directing care, provides leadership in monitoring/ensuring quality of healthcare that is culturally acceptable.
4. Collaborates with the officer-in-charge to ensure that resources requirements (equipment, drugs and consumables) are met to provide community health services effectively.
5. Assists in maintaining continuous improvement in the overall quality of the health care service by the use of collected and analyzed data within the medical area to inform the changes and improvement of the local organizational effectiveness initiatives.
6. Contributes to the workplans, monthly/quarterly/annual reports, non-expendable/consumable maintenance and orders.
7. Prepares/Submits monthly/quarterly/annual reports of; clinical activities reflecting the number of clients seen and managed, number of emergency/specialized referrals; and primary health care activities reflecting and the number of newly diagnosed NCDs, PHC-related community projects/programs, outreaches, screenings, surveys, health education sessions, outbreak and disaster preparedness initiatives.
8. Actively contribute to the corporate requirements of the Ministry.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. All patient management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings.

3. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to Advance Diploma in Nursing Practice/Post graduate diploma in Nursing with a valid license to practice as a nurse practitioner with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position.

### **Knowledge and Experience**

1. Demonstrated knowledge of the competencies within the scope of practice of a nurse practitioner
2. Experience relevant to the position and scope of roles and responsibilities.
3. Demonstrated ability working in similar area with sufficient knowledge and skills of advanced primary health care services.
4. Understanding of the applicable legislation or policies / policies and procedures related to the functions, responsibilities of the position, the government and the civil service.

### **Skills and Abilities**

1. Demonstrate ability to effectively work within a team.
2. Must possess sound analytical and problem solving skills in resource constrained environment.
3. Ability to empower, coach team members, also has good communication and leadership skills.
4. Demonstrate the ability to instruct, direct, motivate and evaluate performance.
5. 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

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Mens Medical Ward/Northern Division
<b>Reports to:</b>	Deputy Director of Nursing
<b>Subordinates:</b>	Team Leader, Registered Nurses, Enrolled nurses, Ward Assistants

### The Position

To provide overall management and clinical supervision of nursing practice to ensure a safe and effective environment for the delivery of optimal quality nursing care, in accordance with the standards of the Male Medical Ward Unit guidelines, scope of nursing practice and national nursing standards.

### Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Provide clinical leadership and manage nurses of MMW and act as a resource personnel to advice, educate and support nurses to provide high quality nursing care to all patients as per business plan, policies, and guidelines within the nursing scope of practice.
2. Ensure adherence to Regulations of Ministry of Health and Medical Services, Public Service code of conduct, Nursing Legislation (2011), Nursing Guidelines and Nursing Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Effectively procure and manage resources and the environment of care and augments safe, efficient provision of quality care.
4. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care are updated as per guideline/policy.
5. Guarantee continuous quality improvement and compliance with approved standards, policies and protocols related to Intensive care nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
6. Actively manage/ monitor and assess staff performance to enable business continuity, and the delivery of quality services/ functions/ outcomes.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Maintain compliance and adherence to professional nursing care practices, compliant with the legislative framework and agreed scope of practice and timeframes of the nursing service deliverables and plans.
2. Manage and maintain an effective and efficient record on the Patient Information System (PATIS) and quality reports are provided, and outcomes are executed in a timely and effective manner.

3. Effective and timely management of professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Participate in all ministry or corporate social responsibilities.

### **The Person**

In addition to being registered with the Fiji Nursing Council and a valid practicing license, the position holder must have a Bachelor of Nursing or equivalent with at least 5 years of medical nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### **Knowledge and Experience**

1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Has sound knowledge and competence on the following:
  - a) Nursing Standard
  - b) Mega Code or advanced life support, and Infection Prevention and Control.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Must have good communication skills and to possess a good command of spoken and written English.

### **Skills and Abilities**

1. Proven ward management experience and ability to effectively manage a busy medical Unit to a professional standard reflecting the MOHMS values.
2. Demonstrate the ability to handle emergency in the unit with good decision making skills.
3. Capacity to utilize computer programs to support the operations of complex organization;
4. Ability to make professional and timely clinical judgment and decisions to support quality nursing outcomes and can teach and mentor subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to provide leadership and work effectively within a team environment to achieve unit goals.

### **Personal Character & Eligibility**

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Team Leader Clinical
<b>Level:</b>	Band G
<b>Salary range:</b>	\$28,605.45 - \$38,140.60
<b>Location:</b>	Rotuma Hospital
<b>Unit/Division:</b>	Nursing / Eastern; Division
<b>Reports to:</b>	Sub-Divisional Nurse Manager
<b>Subordinates:</b>	Midwives, Registered Nurses, Nurse Aid.

### The Position

The purpose of the team leader position is to support the Sub Divisional Hospital Nurse Manager providing daily clinical leadership in the respective units and ensuring the delivery of high-quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines

### Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Provide clinical leadership for nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the Sub Divisional Hospital Nurse Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
3. Supervise and monitor care provided by junior staff and learners and to contribute to the development of relevant policies and ensure accurate documentation and effective communication.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Effectively ensures documentation and records management of patients and nursing care plans as per guideline/policy.
7. Actively supports the Sub Divisional Hospital Nurse manager to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.

2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Collaborates with the Sub Divisional Hospital Nurse Manager to deliver effective and timely reporting of monthly CMRIS and Nurses monthly, quarterly and Annual Report: are provided and outcomes are action in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

### **Person Specification**

In addition to being a registered nurse with the Fiji Nursing Council with a valid licence and possessing a Bachelor in Nursing with at least 5 years of hospital nursing experience, or holds a Post Graduate Qualification in Midwifery/Public Health with inclusion of the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position.

### **Knowledge and Experience**

1. Demonstrated ability to work in a similar area with knowledge of management and how these functions are achieved through the nursing activities with 3 to 5 years' experience.
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems, infection control and experience in the implementation of new systems and introduction of significant change.
5. Must have good communication skills and to possess a good command of spoken and written English.

### **Skills and Abilities**

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to actively contribute to ministry requirements
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### **Personal Character & Eligibility**

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

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 345/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer, Accounts
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Nadi Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services / Western Division
<b>Reports to:</b>	Sub Divisional Medical Officer <i>indirectly</i> to Accounts Officer, Western Health Divisional Office
<b>Subordinates:</b>	Nil

### The Position

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

### Key Responsibilities

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

1. Provide clerical financial support and its functions within agreed timelines.
2. Attend to the logistical support assistance including obtaining quotations, purchasing, payments, payroll, ledgers, revenue collection and stocktaking for the Division.
3. Maintain and regularly update relevant databases, manual registers, records and proper filing.
4. Attend to general administration work including photocopying, scanning and dispatching of correspondences and files, and telephone operations.
5. Monitor and manage the safe keeping of records and receipts.
6. Provide customer service and support for the effective workflow of activities.
7. Collate and compile relevant reports on timely basis.
8. Attend actively to all corporate outcomes, contribute and follow financial and human resource management guidelines, regulations, principles, and standards in all aspects of work.

### Key Performance Indicators

1. All agreed activities and functions are delivered and achieved within agreed timeframes and compliant with relevant processes, legislation and policies.
2. All reports are compiled with appropriate information, meet the standard reporting requirements and submitted within timeframe.
3. Timely and accurate advice to staff and effective customer services are provided to ensure consistent approach to operational activities.
4. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

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

**Knowledge and Experience**

1. At least one (1) year relevant work experience preferably in a similar role or in a position equivalent in nature in a public or corporate organization.
2. Sound working knowledge of financial functions, accountable advances, cash management and revenue.
3. Understanding of teams and how to work effectively in a high performing team work environment.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

1. Good verbal and written communication skills.
2. Demonstrated ability to work independently, follow instructions to meet tight and immovable deadlines with minimal supervision.
3. Exhibit skillful with figure works, calculations and ability to solve practical problems and honestly handling cash.
4. Proven ability to follow directions and maintain high standards of professionalism.
5. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.
6. Capacity to utilize computer programs to support the operations of the organization.
7. Service oriented approach, with a commitment to supporting the operational/ corporate environment of the organization.

**Personal Character & Eligibility**

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

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 346/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Domestic Officer
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12, 081.69 - \$15,489.35 per annum
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Laundry Services / Lautoka Hospital
<b>Reports to:</b>	Administrative Officer
<b>Subordinates:</b>	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, organizing 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.

### Person Specification

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 & 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 347/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Administrative Officer – Media & Information
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 to \$38,140.60 per annum
<b>Location:</b>	Dinem House, Headquarters
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Executive Support Unit (ESU)
<b>Reports to:</b>	Principal Administrative Secretary (ESU)
<b>Subordinates:</b>	Assistant Information Officer

### The Position

The position contributes to the planning, delivery and monitoring of all media issues 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. Develop and implement Media Plan and monitor Media activities for the Ministry in accordance with the Ministry's Programs and Policies.
2. Ensure timely submission of official press releases, organization of media coverage and press conferences in close consultation with office of the Minister and permanent Secretary for Health & Medical Services and in accordance with Ministry's plans and policies
3. Contribute to the development of Executive Support Unit Plans & Reports and the preparation of the Minister's speeches and messages including drafting of the parliamentary responses and statements.
4. Prepare and publish the feature articles in the media and work with Wellness Media Team in facilitating media coverage for ministerial events and disseminate information to the public through all Ministry's approved media modes.
5. Liaise with the Divisional Medical Officers, Heads of Cost Centers and Program Managers to organize media campaigns and awareness programs.
6. Provide training in the areas of media and communication for the Ministry.
7. Actively contribute in corporate activities of the Ministry including planning, budgeting and selection activities when required

### Key Performance Indicators

1. Execution of media activities of the Ministry as per Ministry's plans & policies and submission of reports within the agreed timeframe.
2. Timely submission of required information for unit plans and report development and quality parliamentary responses/statements for the Minister were drafted whenever required.
3. Timely dissemination of information through approved social media modes, updated website and submission of reports from events covered.
4. Effective contribution to Ministry's corporate requirement whenever required.

### Person Specification

In addition to Degree in Journalism, Information Systems (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

### Knowledge and Experience

1. Vast years' experience in the specific field relevant to the job

2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge of pre and post production of audio-visual aids and drafting of production scripts
4. Knowledge and Experience in preparing reports according to specific standards
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Demonstrated ability in writing high quality reports according to specific reporting standards
2. Strong analytical skills with attention to detail and
3. Excellent time management skills with the ability to meet tight deadlines.
4. Demonstrated ability to effectively work within a team.
5. Excellent communications skills both written and verbal
6. Excellent networking skills to form strategic partnerships
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

### **Personal Character & Eligibility**

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

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 348/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

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

### The Position

The position is responsible for handling the media issues of the Ministry of Health & Medical Services and disseminating of information is provided in a timely manner.

### Key Responsibilities

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

1. Issue media alerts on health events and compile weekly health updates to be advertised in the Fiji Sun
2. Accompany Minister and Assistant Minister to health events and organize for coverage and media briefing.
3. Attend public health meetings to gather information on the plans and interventions protocols by the Ministry during disease outbreaks and pre and post natural disasters.
4. Liaise with Divisional Health offices on the developments and articulate the stories and publish release for public information.
5. Liaise with FBC and Fiji Sun on the quotes for commercials and advertisements and prepare submission for payment approval.
6. Actively participate in corporate activities of the Ministry.

### Key Performance Indicators

1. All media queries and responses are verified and disseminated in a timely manner.
2. All health events are attended and media organizations are notified for reporting and stories published in the newspapers and on-air presentations.
3. Timely commercials awareness to the people of Fiji on communicable diseases and non-communicable diseases through TV and Radio as planned and relevant media campaign and awareness to the divisional health offices and the medical facilities to articulate stories of public interest and of greater benefit to them.
4. Effective contribution to Ministry's corporate requirement whenever required.

### Person Specification

In addition to Diploma in Journalism (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

### Knowledge and Experience

1. At least 3-4 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. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

1. Demonstrated ability in writing reports according to specific standards.
2. Very good Time management skills with attention to detail.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

**Personal Character & Eligibility**

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

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 349/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Medical Superintendent
<b>Salary Band:</b>	Band N
<b>Salary Range:</b>	Base Salary & Allowance: [MOCA depends on the specialty of the meritorious candidate]  MOCA A: Base Salary: 106,857.63 + On Call Allowance: 26,714.41 + Environmental Allowance 16,028.64 = F\$149,600.68  MOCA B: Base Salary: 106,857.63 + On Call Allowance: 16,028.64 + Environmental Allowance 16,028.64 = F\$138,914.92  MOCA C: Base Salary: 106,857.63 + On Call Allowance: 5,342.88 + Environmental Allowance 16,028.64 = F\$138,914.92 Location: Lautoka Hospital, Reports to: Chief Medical Advisor Permanent Secretary Subordinates: All staff at the Hospital
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Lautoka Hospital
<b>Reports to:</b>	Chief Medical Advisor Permanent Secretary
<b>Subordinates:</b>	All staff at the Hospital

### 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 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 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 that promotes the interest/development of the Hospital plans and the remodeling plans in the current COVID environment.
2. Monitor and evaluate all activities of the hospital plans to provide effective and efficient services compliant with the relevant legislations, policies, regulations, processes.
3. Ensure that the clinical responsibilities in the hospital or on outreach obtained the best possible outcome and maintained client focus
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analysis of data and any recommendations for improvement.

### **Person Specification**

In addition to the following knowledge, experience, skills and abilities, the applicant must have:

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council; OR A Masters degree in the field of specialty 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 & 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 09 OCTOBER 2021

## MOHMS 14/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Domestic Officer
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Food Service Department / Northern Division
<b>Reports to:</b>	Dietician
<b>Subordinates:</b>	Nil

#### The Position

The incumbent is responsible for the supervision and coordination of the activities of the Food Service Department and also participates in the preparation of meals for patients and staff. The position generally assists Dietician in the organisation of the food service department.

#### Key Responsibilities

1. Manage kitchen personnel and supervise/coordinate all related culinary activities
2. Establish food presentation technique and quality standards
3. Keep food waste to a minimum
4. Estimate food consumption with reference to the diet lists and meal request figures.
5. Ensure proper equipment operation and maintenance
6. Ensure proper safety and sanitation of the food service department
7. Offer culinary instruction and/or demonstrate culinary techniques for special catering events/ festival.
8. Instructs/ prepares regular and therapeutic diets in the absence of the Dietician.
9. Maintains routine meal schedules and serving times.
10. Assist in receiving of stocks, check through specifications
11. Report all accidents and emergencies to the Dietician immediately.
12. Ensure Hazard analysis and critical control points (HACCP) is practiced

#### Person Specification

In addition to University qualifications (or equivalent) relevant to catering similar the following; Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Domestic Assistant

#### Knowledge and Experience

1. Knowledge of food preparation and presentation methods and techniques
2. Must have knowledge of methods and procedures for serving food, principles of sanitation, and principles of safe food handling
3. Cooking experience in a health care setting with knowledge on operating cooking equipment's
3. Must be able to instruct or prepare palatable foods that are appetizing in appearance.
4. Understanding the relevant Occupational Health and Safety policy

#### Skills and Abilities

1. Demonstrate ability to effectively work within a team

2. Demonstrate ability to work longer hours during emergency responses
3. Ability to report accidents, incidents and potential hazards immediately.
4. Effective verbal and written communication skills
5. Effective time management skills
6. Demonstrated a high standard of personal appearance and good personal hygiene and ensure all staff adheres to this, and a positive personal image is presented to co-workers.

### **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 167/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Head of Executive Unit
<b>Salary Band:</b>	Band J
<b>Salary Range:</b>	\$51,132.98 - \$\$65,555.10 per annum
<b>Location:</b>	Dinem House, Headquarters
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Executive Support Unit
<b>Reports to:</b>	Permanent Secretary
<b>Liaises with:</b>	External stakeholders; central government agencies, overseas missions in Fiji, UN agencies in Fiji, MoHMS service suppliers, ministry advisors and divisional heads, senior ministry managers and senior staff
<b>Subordinates:</b>	Staff of Executive Support Unit

### The Position

The Head of Executive Support Unit (ESU) is responsible to the Permanent Secretary for the executive support provided to the PS, Assistant Minister and Minister (herein referred to as the Senior Executives). The Head leads the ESU team in establishing and maintaining high level executive support for the three Senior Executive offices through coordination of support for executive functions and provision of advice through the Permanent Secretary in relation to planning, monitoring, reporting and evaluation across the Ministry. The development and implementation of policies, development partner engagement, liaison with Govt agencies, and internal engagement with divisional heads and program heads will be coordinated by the incumbent to ensure comprehensive delivery of Ministry operations.

### Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Lead and manage the executive support unit to ensure the efficient and effective delivery of executive support to the Permanent Secretary as per Unit plan;
2. Maintain a tracking system of correspondence and current issues to ensure there is appropriate and timely response and follow up for all matters addressed to the Senior executives with correspondence meeting required standards and accuracy of content;
3. Support the Ministers in their parliamentary roles and responsibilities;
4. Support the Permanent Secretary in coordinating donor and development partner support and effective monitoring and updating of high level policies, agreements, and legal obligations to achieve the best outcome for the sector;
5. Coordinate conferences, key meetings and a programme of regular executive and senior management meetings and manage appropriate responses for invitations to the Senior Executives;
6. Manage and mentor staff of the ESU, developing their skills, improving their performance and strengthening their professional and work practices whilst ensuring compliance with legal, policy, procedural and other requirements;
7. Actively contribute to all corporate requirements of the Ministry including planning, budgeting, performance management and selection activities where required.
8. Oversee and manage communication support and media engagements within the Ministry

### Key Performance Indicators

Performance will be measured through the following indicators:



1. Activities and performance indicators as per Unit plan are achieved in a timely manner in accordance with relevant procedures, legislations and Acts.
2. Parliamentary responsibilities are completed to required standards and on timely manner.
3. High level policy matters, agreements, and legal obligations pertaining to the roles of the Senior Executives are dealt with promptly and effectively.
4. Issues reported to the Senior Executives are effectively addressed and correspondence to and from the senior Executive offices are professional, timely and accurate.
5. Conferences, events and meetings organized by the Senior Executives are managed professionally and delivered efficiently and effectively.
6. ESU staff are managed effectively and standard operating procedures are developed, implemented and regularly updated
7. Active participation in the corporate activities of the Ministry including planning, budgeting, performance management and selection activities.
8. Efficient tracking and engagement of communication and media support activities.

### **Person Specification**

The candidate must have completed a basic degree and a Master's degree in the fields of General Management, Health Management, Policy Development, Public Administration or Business Administration or equivalent. In addition, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least five years' experience in working in Executive Support Unit in health or health related agencies;
2. At least five years' experience in a management role with responsibility for management of a team delivering efficient and professional support to senior management;
3. Experience in establishing and managing high performing teams operating in an environment that has multiple priorities and tight deadlines;
4. Knowledge and experience in developing and implementing planning, monitoring, and reporting frameworks, policies and procedures to guide management and employees so as to ensure compliance with legislative reporting requirements;
5. Experience in preparing high level, professional correspondence and coordinating significant events and meetings.

### **Skills and Abilities**

1. Established ability to lead, manage, motivate, and develop staff at different levels and from different backgrounds;
2. Proven ability to investigate, analyse, solve, inform, negotiate, and implement solutions for complex problems in a resource-constrained environment;
3. Demonstrated capacity to work collaboratively and proactively, and communicate effectively with others at all levels of a Ministry, Government, and the donor community;
4. Excellent interpersonal, verbal, and written communication and presentation skills;
5. Ability to use computer programs to support daily operations and modernise systems and processes;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **Personal Character & Eligibility**

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

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# MOHMS 187/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Salary Range:</b>	Base salary & Allowances: MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97
<b>Location:</b>	Surgical Unit
<b>Unit/Division:</b>	Lautoka Hospital
<b>Reports to:</b>	HOD/Consultant
<b>Subordinates:</b>	Senior Medical Officers within the Unit

### Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

### The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer or Head of Programme, 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 assistance in leadership and management to facilitate the implementation of activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
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. 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 medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD and in the case of a sub division, responsible for the implementation of public health programs and activities at operational level.
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, 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 of evidence-based standards of safe practices in the relevant specialized field of Medicine and Public Health.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical or public health leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources and can assist 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 and 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 a clinical opinion on a range of problems in in the relevant specialized field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical or Public Health competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty or leading a public health team.
2. Experienced officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated 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 & 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 210/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Nurse Blood Services (Project)
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Northern
<b>Report to:</b>	Divisional Blood Services Manager, Northern
<b>Subordinates</b>	Nil

### The Position

The position ensures that all Blood donors are eligible to donate blood and facilitate health checks to all our blood donors.

### Key Responsibilities

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

1. Member of the Recruitment Team in conducting blood recruitment campaign via blood drive or in blood centers.
2. Conduct blood donor health check.
3. Ensure that all medical supplies/items for blood drive is available.
4. Conduct Pre and Post Counselling to all Blood donors.
5. Collate all Blood Donors information [Type of Donors, TTI status, Gender & Age etc.]
6. Attend to any blood donor discomfort.
7. Liaise with HUB centers on Blood donors Treatment
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All services provided accordance with approved protocols and policies within agreed timelines.
2. Submission of reports in a timely manner within agreed timelines.
3. Provide nursing care as outlined in the procedure manual for Enrolled Nurses.
4. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to Certificate in Enrolled Nursing (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

### Knowledge and Experience

1. Knowledge of National Blood Policy
2. Working knowledge and experience on Nursing Standard, documentation and BLS.
3. Sound knowledge of Nurses policy and Procedure manual for Enrolled Nurses.
4. Basic knowledge of blood donation process.

**Skills and Abilities**

1. Good communication skill.
2. Demonstrate ability to plan, organize activities and perform procedures accordance with protocols and guidelines.
3. Active Team Player
4. Demonstrated ability to document all care provided in accordance to Nursing Standard requirements.
5. Computer Literate
6. Ability to work extra hours at odd times.
7. Service orientated approach with the capacity to support the operational goals and the entire health organization.

**Personal Character & Eligibility**

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# MOHMS 223/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information:

<b>Role:</b>	Systems Analyst (PATISPlus - Patient Information System)
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28, 605.45 - \$38,140.60 per annum
<b>Location:</b>	HQ, Dinem House, Suva
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Digital Health
<b>Reports to:</b>	Product Manager PATISPlus

### The Position

The position holder analyses the Patient Information System (PATISPlus), hardware and the wider IT system. Additionally, the incumbent writes, implements and monitors improvements made to the PATISPlus system to ensure that it meets the needs of Ministry of Health and Medical Services.

### Key Responsibilities

1. Carry out PATISPlus maintenance and support work to ensure system availability.
2. Analyse additional functional requirement for the system and data as and when required.
3. Support the ICT in managing the administration of servers (PATISplus) for uptime.
4. Assist the Digital Health unit in planning out the development and enhancement of applications for Health Information and preparation of project management, updates on timely manner.
5. Support the unit in research for new technology that can be used to boost the performance of healthcare in Fiji.
6. Ensure compliance for back-ups, data cleaning, data restoration and Replication.
7. Monitoring and Performance tuning for PATISPlus and interfaced applications ensuring a security adherence.
8. Participate in the corporate activities of the Ministry and any other task or activities directed by Manager IT.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Assist Product Manager (PATISplus) in planning and completion of PATISPlus projects within the timeframe.
2. Project management reports are compiled and submitted on time while ensuring high uptime (90%) for PATISPlus application.
3. Ensure that PATISPlus database management; bug fixing, user acceptance testing and deployment are done on timely manner to meet expectations of relevant stakeholders.
4. Ensure to provide best solutions for integration of applications with PATISPlus while adhering to SDLC, internal policies and conduct regular training for end-users to strengthen the usage of PATISPlus.
5. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to Bachelor's degree in Computing Science or Information Technology or equivalent from a recognized institution the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Proven experience in systems analysis/systems administration
2. In-depth knowledge of Software Development Life Cycle and Database.
3. Experience in conducting Software Trainings and User Acceptance Testing.
4. Experienced in System Integration, Data Management, and Project Management techniques.
5. Experience in prioritising work assignments in a resource constrained environment to meet strict deadlines.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

**Skills and Abilities**

1. Proficient in the use of IT systems and to manage change to achieve organisational goals.
2. Demonstrated innovative skills with the ability to for attention to detail in order to make improvements to IT systems.
3. Demonstrated ability to effectively work in a team.
4. Ability to maintain confidentiality of information.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.

**Personal Character & Eligibility**

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# MOHMS 251/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Principal Accounts Officer - National Health Accounts
<b>Salary Band:</b>	Band I
<b>Salary Range:</b>	\$43,296.63 - \$55,508.50 per annum
<b>Location:</b>	HQ, Dinem House, Suva
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Planning/Planning and Policy Development Division (PPDD)
<b>Reports to:</b>	Head of Planning and Policy Development Division
<b>Subordinates:</b>	Clerical Officer - Planning

### Overview of the Specific Area

The core responsibility of the Health Financing unit is to coordinate monitoring of resource flow through the production of National Health Accounts (NHA) and explore option for outsourcing of non-core activities. The unit also coordinates cost benefit and economic analysis of services and programs.

### The Position

The purpose of this position is to conduct Health Financing activities and explore options for Sustainable Health Financing through regular production of National Health Accounts (NHA), Cost-Benefit Analysis (CBA), Budget Analysis and research/studies.

### Key Responsibilities

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

1. Manage the initiation, production and compilation of annual National Health Accounts (NHA) Reports.
2. Coordinate surveys for data collection on health expenditure and related statistics.
3. Assist in formulation of policy briefs and identification of policy options for health financing.
4. Assist and support the coordination of Ministry's Budget Steering Committee and Capital Projects Committee meetings.
5. Facilitate financial analysis of Programmes/projects including costing studies of key programme areas.
6. Engage with development partners on health financing issues including analysis of Public Private Partnership (PPP) options.
7. Participate in the corporate activities of the Ministry such as the budget, corporate and operational plans.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. National Health Account preparatory activities are completed and delivered as planned and within the timeframe
2. At least one financial analysis of programmes/projects or costing studies for key programme areas is completed and a report is submitted;
3. At least one policy brief emanating from the annual National Health Accounts (NHA) Report and its implementation is submitted in accordance with reporting standards and by the due date;
4. Active participation in the corporate activities of the Ministry including planning, budgeting, recruitment and disciplinary processes as and when required.



## **Person Specification**

In addition to a relevant postgraduate qualification in Finance, Administration, Economics, or equivalent, the following Knowledge, Experience, Skills and Abilities are required:

### **Knowledge and Experience**

1. Wide and proven working knowledge and experience in financial accounts development and analysis in a complex organisation with sound knowledge and relevant experience developing and accurately implementing policy and procedures
2. Possess practical, working knowledge and in-depth knowledge of all aspects and functions of costing studies, expenditure and statistical financial analysis
3. Knowledge and understanding of health accounts development procedures and guidelines such as System of Health Accounts (SHA) 2011
4. Understanding of the applicable legislation or policies / procedures in financial management, employment and Occupational Health & Safety at the work

### **Skills and Abilities**

1. Excellent leadership skills to build high performing teams through engaging others in a strategic direction, encourages contribution, clear objectives and communicates expected outcomes in order to maintain continuous improvement and commitment to effectively achieve business outcomes.
2. Possess strong written, verbal communication and highly developed interpersonal skills to work effectively with executive team, staff, external stakeholders, multidisciplinary teams, clients and stakeholders within the required legislative and policy framework.
3. Demonstrated analytical and statistical skill to think strategically and be able to solve high level organisational complex problems.
4. Ability to provide assistance to multiple task, manage conflicts and encourage changes in a resource constrained working environment.
5. Demonstrated ability to effectively mediate, negotiate and solve complex situations.
6. Ability to provide quality reports write up, feedbacks and responses to meet tight and immovable deadlines.
7. Service oriented approach with a commitment to supporting the corporate activities of the division.

### **Personal Character & Eligibility**

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