

NEW ADVERTISEMENTS – FIJI SUN 27 NOVEMBER 2021

MOHMS 365/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Dietician
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	5 years
Location:	St. Giles Hospital
Unit/Division:	Dietetics & Nutrition
Reports to:	Senior Dietician, Supervisor Dietitian
Subordinates:	Nil

The Position

The position contributes to planning, delivery and monitoring of the hospital food services through provision of nutritionally adequate meals within the allocated budget to patients and staff for their wellbeing, effective clinical dietetics through effective nutritional counselling and assessment to all inpatients through dietary modifications to combat their various complications and to ensure that they lead a healthy lifestyle and responsible for efficient and effective public health activities through effective nutritional promotions activities across life course.

Key Responsibilities

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

1. Oversee, provide and market nutrition, health and wellness programs to the communities and health facilities within the subdivision
2. Establish strategic partnership with local groups, NGOs, FBO, fitness Centres, schools, hospitals, clinics and business for effective implementation of nutrition across multiple target groups
3. Conduct and participate in maternal health programs, school health programs, screening and other national nutrition programs and awareness in the communities
4. Tailor nutrition messages and programs to meet the market's demographic and unique needs
5. Provide nutrition services and medical nutrition therapy integrated with the patient's medical goals at subdivisional clinical facility
6. Evaluate, interpret, monitor and document nutritional status and needs of hospitalized patients and outpatients using established standards of care and practise guidelines
7. Instruct patients, families and health care staff in individualized diet therapy, general nutrition and/or clients in cooperation with health care staff
8. Identify and provide age-specific nutrition counselling to meet recommended and cultural needs
9. Planning meal programs and menus in food service settings, including hospitals, cafeteria and schools
10. Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards
11. Overseeing and supervise support staff performing the business tasks of managing a dietary/ meal request

12. Conduct and provide input into evaluation of activities and plans, prepare and administer budgets for food, equipment and supplies
13. Plan and prepare proposals to request program funding and comply with Nutrition Services meeting and attendance standards.
14. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective patient management, services and programs delivered in compliance with relevant procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Ensure better management of resources with proper documentation
4. Reports are submitted within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement
5. Active participation in the corporate activities of the Ministry as and when required

Person Specification

In addition to Diploma in Dietetics and Nutrition (or equivalent) or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Dietician

Knowledge and Experience

1. Experience of 1-2 years will be an advantage
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, procurement, menu planning principles and practices.
4. Food Safety and Inventory program and management

Skills and Abilities

1. Effective dietetics and nutrition development, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Computer literate with at least Microsoft Word, Outlook and PowerPoint
5. Strong verbal and written communication skills
6. Good knowledge and skills on Food Works Software.
7. Service oriented approach with the commitment to supporting the corporate environment of the organization.

Personal Character and Eligibility

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

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.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Laboratory Technician
Salary Band:	Band E
Salary Range:	\$19, 041.75 - \$ 24, 412.50 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	National Public Health Laboratory
Reports to:	Laboratory Manager
Subordinates:	Laboratory Officers, Laboratory Attendant, Medical and Laboratory students, Attaches

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

Performance will be measured through the following indicators:

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 of Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities required to successfully undertaking 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 and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Health Inspector
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	5 years
Location:	Rakiraki Health Office
Unit/Division:	Environmental Health/ Western Health Services
Reports to:	Sub Divisional Medical Officer / Chief Health Inspector
Subordinates:	Senior Assistant Health Inspectors

The Position

The purpose of the job is to provide strategic advice and oversee the implementation of Environmental Health services in the different subdivisions, which includes the overall planning, management, enforcement, coordination and monitoring of Environmental Health Programs.

Key Responsibilities

The roles of the Health Inspector involves of a middle management positions at the district level as follows:

1. Ensure that proper coordination and management of office resources with a multi-facet approach is maintained as stipulated in the business plan and mandated by other legislative requirements.
2. Responsible for the planning, management, organising, supervising, and controlling of all activities at the sub divisional level to determine the desired end results.
3. Advise to clients and stake holders on legislative/policy approaches designed to protect the environment and public health
4. Ensure the office financial accounts and transactions are in order, as per the requirements of the Central Board Health Grant Agreement and Fiji Financial Management Act.
5. Management of human resource by daily supervision, guidance, providing opportunities for capacity building and instituting disciplinary actions as may be required.
6. Collaborate with other relevant government agencies and Non-Government Organisation that have equal interest on Environmental Health in the sub division.

Key Performance Indicators

1. All regulatory violations are attended to in a timely manner, in accordance with the Environmental Health Standard Operating Procedures and non-compliances are processed for prosecution.
2. All authorised Local Authority payments are processed within agreed timeframes and compliant with financial management instructions, policies and procedures.
3. Efficient management of resources, databases, budgetary allocations and assets to support work plans, departmental objectives and budget restraints including an on-going contribution to sustainability.

Person Specification

In addition to a minimum University qualification of a Degree in Environmental Health the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

Knowledge and Experience

1. Vast experience in environmental health with management and leadership skills.
2. Experience in coordination of post disaster public health responses
3. Basic experience in accounting and financial management.
4. Strong understanding in the enforcement and litigation procedures
5. Knowledge and experience in collaborating with government and non-government agencies to successfully implement and address the environmental health legislations in the community.
6. Experience in community empowerment and mobilization to alleviate the burden of disease by improving the living conditions of the vulnerable and disenfranchised in partnership with Non- Government Organisation and other partners.
7. Basic knowledge in field epidemiology
8. Experience and knowledge in development of water sampling plan (drinking and recreational waters) and interpretation of water sampling results and identification of remedial actions.
9. Knowledge and understanding of the monitoring and evaluation Framework.

Skills and Abilities

1. Skills and ability to prosecute in any court of law.
2. Skills in investigating outbreaks of any infectious disease.
3. Ability to offer advice to clients or communities on environmental health issues.
4. Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner.
5. Possess strong and effective communication (Written, Verbal) skills
6. Proven good organizational skills and demonstrates commitment.

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Ministry of Health & Medical Services Role Description

Corporate Information

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

The Position

The position is responsible in carrying out Board of Survey for the division and replacement through procurement of items that support the operation of the Western Health Services facilities.

Key Responsibilities

The position will achieve its purpose through the following:

1. Manage and organize Board of Survey for Sub – Divisional Health Facilities as per MOF and MOHMS Finance Manual;
2. Ensure compliance of Disposal Method as per recommendation by BOS Team and Financial Act;
3. Ensure replacement of Boarded items are replaced in a timely manner;
4. Preparation and submission of Board of Survey Report
5. Maintain effective communication and assist sub-divisional corporate staffs and stakeholders in matters relating to Board of Survey.

Key Performance Indicators

Performance will be measured through the following:

1. All facility Board of Survey process is carried out within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements with recommendations for improvement.
3. Procurement of boarded items to be replaced in an effective and timely manner in accordance with relevant procedures and policies.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to Form Seven [7] pass or relevant academic qualification in Administration, Management Human Resources 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 2 years' experience in the similar field or equivalent;

2. Knowledge of using Microsoft programs and administration activities;
3. Have sound knowledge of inventory, information management;

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required;
3. Demonstrated ability to communicate effectively with good listening skills;
4. Ability to analyze situation and act accordingly to provide best practical outcome;
5. Ability to follow instructions and meet targets and timeline;
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Service oriented approach with a commitment to supporting the operation and corporate environment of the organization.

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