

NEW ADVERTISEMENTS – FIJI SUN 30 OCTOBER 2021

MOHMS 353/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Nurse Unit Manager (1 position)
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Oncology Unit, Lautoka Hospital
Duration:	5 years
Unit/Division:	Nursing Unit/ Lautoka Hospital
Reports to:	Director of Nursing Lautoka Hospital
Subordinates:	Team Leaders, Registered Nurses, Training Nurse, Medical Students, Ward Assistance,

The Position

The purpose of this position is to manage the clinical area and to act as a mentor and preceptor teaching and supervising Team Leaders, Registered Nurses, Intern nurses, Nursing Student and Ward Assistance to assist in the overall management and supervision of Oncology Unit through proper planning, coordinating, controlling and evaluating of staff activities through the resources provided to them. To ensure the provision of safe, efficient and safe nursing care to all patients and relatives by implementing quality customer services.

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. Manage Human Resource coverage for 24hrs a day.
2. Coach and monitor subordinates in order to maintain professionalism by following the PSC Code of Conduct, Values and Nurses Code of Ethics.
3. Supervise and assess registered nurses and subordinated with their knowledge, skills and abilities to perform quality nursing care in clinical practice through clinical audits.
4. Counselling of Nurses and subordinates on disciplinary issues and refer accordingly.
5. Identify and Evaluate potentials shown by nurses in areas of development for In- Service training workshop and attachment to special areas or unit.
6. Conduct and attend meeting as scheduled and provide feedback accordingly
7. Submit reports to Supervisor in a timely manner with evidence to support clinical practice.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Plan and draw up Monthly roster for unit staff and subordinates ensuing skill mix in providing quality and safe nursing care.
2. Ensure that all staff is working effectively within scope of practice through their Individual Work Plan to provide quality and safe nursing care daily.
3. Ensure that policies, procedures, Guidelines are followed to meet approved

standards in providing regular supervision, mentoring and training session through auditing annually.

4. Ensure nursing professionalism is maintained through counselling and disciplinary of subordinates as per issues and incident.
5. Ensure that knowledge, skills and ability attained is disseminated through weekly ward Continuous Nurses Education (CNE) and are carried out effectively on a daily basis.
6. Demonstrate positive communication with subordinates and stakeholders through meetings and regular updates as schedule and also submitting quarterly report in timely manner.

Person Specification

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Supervisory experience with exposure at Oncology nursing for more than 5 years or similar work environment.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Understand the Nursing Decree[2011], HIV Decree, Child Welfare Decree, Mental Health Decree, and all applicable laws of Fiji.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of signification change.

Skills and Abilities

1. Demonstrate ability to lead in a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained situation.
3. Demonstrate the ability to manage, resolve conflict and motivate staff at different level from different background and experience.
4. Ability to use Microsoft Applications and any Health related computer application.
5. Demonstrate the ability to instruct, direct, motivate and evaluate staff
6. Service oriented approach, with commitment to supporting the operational area 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.

MOHMS 353/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Nurse Unit Manager (1 position)
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Women's Surgical/Gynae Ward, Lautoka Hospital
Duration:	5 years
Unit/Division:	Nursing Unit/Lautoka Hospital
Reports to:	Director of Nursing Lautoka Hospital
Subordinates:	Team Leaders, Registered Nurses, Training Nurse, Medical Students, Ward Assistance,

The Position

The purpose of this position is to manage the clinical area and to act as a mentor and preceptor teaching and supervising Team Leaders, Registered Nurses, Intern nurses, Nursing Student and Ward Assistance to assist in the overall management and supervision of Women's Surgical/Gynae Ward through proper planning, coordinating, controlling and evaluating of staff activities through the resources provided to them. To ensure the provision of safe, efficient and safe nursing care to all patients and relatives by implementing quality customer services.

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. Manage Human Resource coverage for 24hrs a day.
2. Coach and monitor subordinates in order to maintain professionalism by following the PSC Code of Conduct, Values and Nurses Code of Ethics.
3. Supervise and assess registered nurses and subordinated with their knowledge, skills and abilities to perform quality nursing care in clinical practice through clinical audits.
4. Counselling of Nurses and subordinates on disciplinary issues and refer accordingly.
5. Identify and Evaluate potentials shown by nurses in areas of development for In- Service training workshop and attachment to special areas or unit.
6. Conduct and attend meeting as scheduled and provide feedback accordingly
7. Submit reports to Supervisor in a timely manner with evidence to support clinical practice.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Plan and draw up Monthly roster for unit staff and subordinates ensuing skill mix in providing quality and safe nursing care.
2. Ensure that all staff is working effectively within scope of practice through their Individual Work Plan to provide quality and safe nursing care daily.
3. Ensure that policies, procedures, Guidelines are followed to meet approved standards in providing regular supervision, mentoring and training session through

auditing annually.

4. Ensure nursing professionalism is maintained through counselling and disciplinary of subordinates as per issues and incident.
5. Ensure that knowledge, skills and ability attained is disseminated through weekly ward Continuous Nurses Education (CNE) and are carried out effectively on a daily basis.
6. Demonstrate positive communication with subordinates and stakeholders through meetings and regular updates as schedule and also submitting quarterly report in timely manner.

Person Specification

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Supervisory experience with exposure at Surgical and Gynae Unit for more than 5 years or similar work environment.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Understand the Nursing Decree[2011], HIV Decree, Child Welfare Decree, Mental Health Decree, and all applicable laws of Fiji.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of signification change.

Skills and Abilities

1. Demonstrate ability to lead in a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained situation.
3. Demonstrate the ability to manage, resolve conflict and motivate staff at different level from different background and experience.
4. Ability to use Microsoft Applications and any Health related computer application.
5. Demonstrate the ability to instruct, direct, motivate and evaluate staff
6. Service oriented approach, with commitment to supporting the operational area of the organization.

Personal Character and Eligibility

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

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MOHMS 353/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Nurse Unit Manager (1 position)
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Minor Operating Theatre, Lautoka Hospital
Duration:	5 years
Unit/Division:	Nursing Unit/Lautoka Hospital
Reports to:	Director of Nursing Lautoka Hospital
Subordinates:	Team Leaders, Registered Nurses, Training Nurse, Medical Students, Ward Assistance, Theatre Attendant

The Position

The purpose of this position is to manage the clinical area and to act as a mentor and preceptor teaching and supervising Team Leaders, Registered Nurses, Intern nurses, Nursing Student, Ward Assistance and Theatre Attendant to assist in the overall management and supervision of Major Operating Theatre through proper planning, coordinating, controlling and evaluating of staff activities through the resources provided to them. To ensure the provision of safe, efficient and safe nursing care to all patients and relatives by implementing quality customer services.

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. Manage Human Resource coverage for 24hrs a day.
2. Coach and monitor subordinates in order to maintain professionalism by following the PSC Code of Conduct, Values and Nurses Code of Ethics.
3. Supervise and assess registered nurses and subordinated with their knowledge, skills and abilities to perform quality nursing care in clinical practice through clinical audits.
4. Counselling of Nurses and subordinates on disciplinary issues and refer accordingly.
5. Identify and Evaluate potentials shown by nurses in areas of development for In- Service training workshop and attachment to special areas or unit.
6. Conduct and attend meeting as scheduled and provide feedback accordingly
7. Submit reports to Supervisor in a timely manner with evidence to support clinical practice.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Plan and draw up Monthly roster for unit staff and subordinates ensuing skill mix in providing quality and safe nursing care.
2. Ensure that all staff is working effectively within scope of practice through their Individual Work Plan to provide quality and safe nursing care daily.
3. Ensure that policies, procedures, Guidelines are followed to meet approved

standards in providing regular supervision, mentoring and training session through auditing annually.

4. Ensure nursing professionalism is maintained through counselling and disciplinary of subordinates as per issues and incident.
5. Ensure that knowledge, skills and ability attained is disseminated through weekly ward Continuous Nurses Education (CNE) and are carried out effectively on a daily basis.
6. Demonstrate positive communication with subordinates and stakeholders through meetings and regular updates as schedule and also submitting quarterly report in timely manner.

Person Specification

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Supervisory experience with exposure at Operating Unit for more than 5 years or similar work environment.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Understand the Nursing Decree[2011], HIV Decree, Child Welfare Decree, Mental Health Decree, and all applicable laws of Fiji.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of signification change.

Skills and Abilities

1. Demonstrate ability to lead in a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained situation.
3. Demonstrate the ability to manage, resolve conflict and motivate staff at different level from different background and experience.
4. Ability to use Microsoft Applications and any Health related computer application.
5. Demonstrate the ability to instruct, direct, motivate and evaluate staff
6. Service oriented approach, with commitment to supporting the operational area of the organization.

Personal Character and Eligibility

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

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MOHMS 354/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Medical Orderly
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Location:	St Giles Hospital
Duration:	3 years
Unit/Division:	Nursing Unit
Reports to:	Nurse Unit Manager
Subordinates:	Nil

The Position

The primary role of the post is to assist in assessing, planning, implement and evaluate nursing interventions of the care delivered to the individuals using approved processes The nursing care may be provided in varying settings; in the hospital, community health facility, communities or homes and in accordance with relevant employment legislations. The position requires respect of the individual's dignity, spiritual and cultural needs and functions effectively as a member of the multidisciplinary team. It is also recognise the need for further education and develop strategies to enhance one's own personal and professional development.

Key Responsibilities

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

1. Providing quality nursing care with activities such as: activities of daily living, taking vital signs, administration of oral antipsychotic drugs, antibiotics, diabetes medication, bed making, escort patients, preparation of equipment, assistance with termination of procedure, taking specimens to laboratory and collecting and delivering o reports within the agreed timeline in accordance to the with National Nursing Standards, Mental Health Act 2010, Scope of Practice Decision-Making framework, Clinical Practice Guideline 2009, and Standard Operating Procedure 2017.
2. Assist Registered Nurses in the management of high risk patients and whenever and wherever practicable.
3. Assess, plan, implement and evaluate nursing interventions of individuals through the application of the Nursing Process and the Mental State Examination.
4. Provide reports to immediate Supervisors in accordance with reporting structures.
5. Maintain and provide a clean and safe environment for clients, workers and the public.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment or the organization.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All quality nursing care are provided within the agreed timeline in accordance to the relevant employment legislations and in compliance with Policies, Protocols, Guidelines and relevant Acts at all times.
2. Reports are provided within the timelines and in accordance to the reporting structures.
3. Participate in quality improvements and their implementations within the agreed timeline in accordance with the Quality Assurance or Improvement policy.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a form six pass or its equivalence training on mental health and/or general nursing and relevant experience, the following Knowledge, Experience, Skills and Abilities are required.

Knowledge and Experience

1. At least one (1) year experience in nursing patients with general and or/mental health problems.
2. Has basic knowledge of nursing care in varying settings like the hospital, community and homes.
3. Proven experience and basic understanding of concepts/principles on the nursing care of patients with mental health problems.
4. Demonstrate knowledge and understanding of the National Nursing Standard, Nursing Act 2011, OHS, and the Scope of Practice including the Decision-making framework.
5. Demonstrated knowledge on Mental Health Act 2010, Clinical Practice Guideline 2009, Standard Operating Procedure 2017.

Skills and Abilities

1. Demonstrate ability to manage patients with mental health problems and general health.
2. Ability to assess patient using the Nursing process and the Mental State Assessment.
3. Demonstrate ability to work effectively within a team.
4. Ability to maintain confidentiality of patient information.
5. Ability to communicate effectively through written or oral.
6. Service orientated approach with a commitment to achieve corporate objectives.

Personal Character and Eligibility

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

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MOHMS 355/2021



Ministry of Health & Medical Services Role Description

Corporate Information

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

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RE-ADVERTISEMENTS – FIJI SUN 30 OCTOBER 2021

MOHMS 346/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Divisional Program Assistant Maternal, Reproductive Health & Gender
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	3 positions (Northern – 1, Central/Eastern – 1, Western – 1)
Duration:	Contract will end on December 2022
Unit/Division:	Family Health Unit
Reports to:	National Program Officer Maternal, Reproductive Health & Gender, DMO, DON Public Health/Hospital
Subordinates:	Nil

The Position

The position coordinates, monitors, evaluates and assists in implementation of all program activities related to Maternal, Reproductive Health & Gender for Ministry of Health & Medical Services in the Division. This position also provides clinical & non-clinical trainings, audits, competency assessment and certification for program related activities.

Key Responsibilities

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

1. Implement Divisional activities for Maternal, Reproductive Health & Gender, with emphasis on family planning & health interventions for Gender Based Violence cases as outlines on the Annual UNFPA Work Plan, Family Health business plan on a yearly basis or any other adhoc activities related to the program requested by National Program Officer.
2. Develop Divisional program work plan for all activities in partnership with Consultant O&G, DMO, DON as reflected in the UNFPA Work plan and family health business plan.
3. Develop a Divisional training plan for the program, coordinate and facilitate the training according to the plan.
4. Ensure appropriate Monitoring and evaluation of the program in the perspective division as per the national indicators and do quarterly reporting to national program officer. Reporting includes program implementation progress, Budget utilization, acquittals and training reports.
5. Provide logistic support for National program officers divisional supervisory visit and consultation on policy and program areas.
5. Ensure full implementation of M-supply within the division with quarterly reporting with issues and challenges documented and communicated in Quarterly reports.
6. Coordinate biannual Mother Newborn Safe Hospital Initiative Audits, Clinical Practice Guideline adherence, and other program related audits in all Divisional & Sub-divisional Hospitals within the Division.
7. Provide appropriate Divisional clinical trainings and competency assessment for Health care workers in areas of Maternal, Reproductive Health & Gender Based Violence.
8. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators”

1. Divisional program work plan & training plan developed and approved and implemented within the agreed timeframe
2. Effective and timely submission of quarterly and annual divisional reports are submitted within the agreed timeframe and meets the standard reporting requirements including analytical trends, analyses of data and any recommendation for improvement.
3. Timely and effective monitoring and evaluation of effective programming in the division with adherence to appropriate policies and standards.
4. Actively contribute to all corporate requirements of the Ministry.

Person Specification

In addition to holding a Bachelor’s Degree in Nursing or equivalent, a postgraduate study in Public Health or Sexual and Reproductive Health is desirable, the following knowledge, experience, skills and abilities required to successfully undertake this role:

Knowledge and Experience

1. At least five years’ experience in Nursing either public health or clinical areas of Maternal & Reproductive Health.
2. Some understanding of health programming, work plan development, timely implementation, monitoring and evaluation.
3. Demonstrated knowledge and understanding of conducting effective training, doing competency assessment, responding effectively to natural disasters and public health emergencies.

Skills and Abilities

1. Demonstrated ability to work with Microsoft office tool (Word, Excel, Publisher and Outlook).
2. Demonstrated ability to manage resource effectively and negotiate new and effective programming in a resource constrained environment.
3. Demonstrated ability to report and utilize health information or evidence based data, analyze and draft solutions to program related divisional issues.
4. Ability to work in a team.
5. Service oriented approval, 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.

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