

# NEW ADVERTISEMENTS – FIJI SUN 11 DECEMBER 2021

## MOHMS 388/2021



### Ministry of Health & Medical Services Role Description

<b>Role:</b>	Medical Intern
<b>Salary Band:</b>	Band G Step 4
<b>Salary:</b>	\$38,140.60 + MOCA (On Call Allowance: 1,907.03 + Environmental Allowance 5,721.09) = F\$45,768.72 per annum
<b>Location:</b>	CWM Hospital (67), Lautoka Hospital (40), Labasa Hospital (33)
<b>Duration:</b>	2 years
<b>Unit/Division:</b>	Major Hospitals
<b>Reports to:</b>	Heads of Department and Medical Superintendents
<b>Subordinates:</b>	None

#### The Position

The position supports and assists the Head of the Department in the provision of high quality health services 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 responsibilities/duties:

1. Implement activities of the unit as directed by the supervisor and the Head of Department while maintaining a positive collegiate relationship.
2. Undertake clinical responsibilities as assigned by the supervisor through active involvement in patient care, patient retrieval, patient referral, liaising with other units and referring health facilities, while maintaining appropriate records and confidentiality, and ensuring adherence to approved guidelines and best practice standards, to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Undertake public health responsibilities as assigned by the supervisor through active participation in activities of primary health care, health promotion and health education, screening, patient retrieval, patient referral, and community visitation while maintaining appropriate records and confidentiality, and ensuring adherence to approved standard operating procedures, guidelines and best practice standards.
4. Participate in monitoring and evaluation of unit activities and support implementation of corrective measures to provide effective and efficient services.
5. Engage in clinical governance by attending training sessions and actively implementing endorsed activities in risk minimization, incident reporting, infection prevention and control, quality improvement, patient safety, customer service, and waste management.
6. Active engagement in planned education and learning activities consolidating knowledge and building up experience in health care service.
7. Active engagement in health information and digital health through daily participation in inputting of patient data into PATIS, completion of electronic patient discharge report, accessing electronic investigation reports for laboratory and radiology services, and disease surveillance information systems.
8. Active engagement in performance assessment processes as planned by the supervisor to ensure progress and successful completion of the program is achieved.
9. Actively contribute to all corporate requirements of the Ministry.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering 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**

Has obtained an undergraduate medical degree recognized by the Fiji Medical Council, and exhibit the following knowledge, experience, skills and abilities:

#### **Knowledge and Experience**

1. Aware and some knowledge of evidence-based standards of safe practices in general medicine.
2. Aware of medical policies and medico-legal compliance.
3. Aware of the concepts/tools used in audits and monitoring and evaluation.
4. Aware of symptoms and signs of a deteriorating patient and a very sick patient, who need immediate interventions.
5. Aware of processes and procedures for resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

#### **Skills and Abilities**

1. Good communication skills.
2. Some clinical skills including procedural skills.
3. Able to work as a member of a team and with a high workload.
4. Able to work under pressure and for long hours.
5. Able to manage time and take responsibility for personal development and learning new skills.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction.

#### **Selection Criteria**

**SC1** Undergraduate degree from FMC approved medical school

**SC2** Effective oral and written communicator.

**SC3** Can contribute to maintain patient safety and quality of care.

**SC4** Ability to work in a team with high workload and long hours.

**SC5** Has no adverse conduct or ethical behaviour as a medical trainee.

**SC6** Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction.

#### **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 389/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Telephone Attendant
<b>Salary Band:</b>	Band B
<b>Salary:</b>	\$5.37 - \$6.89 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Administration/ Labasa Hospital
<b>Reports to:</b>	Clerical Officer
<b>Subordinates:</b>	Nil

### The Position

The position ensures all telephone communications both internally and externally are dealt with efficiently and effectively.

### 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. Communicate telephone message both internal and external for the hospital and monitor calls accordingly
2. Page for staff during emergencies
3. Report telecommunication faults and complaints to relevant authorities
4. Actively contribute to all corporate functions of the ministry

### Key Performance Indicators

1. Service delivery to be effective and efficient
2. Reports to be completed in a timely manner
3. Update activities, changes and completion of other tasks as assigned
4. Participate in all corporate functions as and when required

### Person Specification

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

### Knowledge and Experience

1. At least one year's experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

### Skills and Abilities

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player.

4. Customer focused approach with commitment to supporting the operational goals 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 390/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Stores Attendant
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60 - \$5.90per hour
<b>Duration:</b>	3 years
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Stores Unit
<b>Reports to:</b>	Storeman in Charge
<b>Subordinates:</b>	Nil

### The Position

The position is responsible in assisting the Store man In-Charge for all procurement and stores services.

### Key Responsibilities

1. Provide support and assist in the delivery of Procurement and Stores services at the Labasa Hospital and Administrative Support for Household through the Storeman.
2. Ensure that Various Reports are updated and sent to internal and external stakeholders in a timely fashion and ensure that they have correct, quality and transparent records.
3. Maintain knowledge, goals of all organizational and Government rules and policies in regards to purchasing and Store keeping and also provide this rules to staff members and Suppliers in order to ensure that all contracts, agreements and dealings are in line with the Ministerial Goals and within the Procurement and Ministry of Health and Medical Service's Accounting Regulations.
4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.
5. Actively communicate with internal and External Stakeholders across the agencies to provide governance and support good procurement practices.
6. Ensure that Proper Inventory controls are followed in line with Cooperate directives, Rules and Ministerial Goals so as to deliver Transparent, Quality and High Standards Services to within the Agency.
7. Ensure that Good Inventory Management practice, OHS compliance is followed within the Organization and effectively lead in the General Warehouse/Housekeeping Duties.

### Key Performance Indicators

1. Ensure proper Inventory Management Practices are followed for Household/ New items Stores.
2. All procurement and stores responsibilities for Household/ New items and that all government Regulations are properly adhered to and delivered with agreed timeframes.
3. Participate in all Hospital organised corporate activities and social responsibility.

### Person Specification

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

### **Knowledge & Experience**

1. Proficient Knowledge of Procurement process
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
3. Basic Knowledge of Surgical Consumables, Household, Stationary and Mechanical Materials.
4. Knowledge and understanding of supply chain
5. Experience in inventory control, storeroom or warehouse.
6. Understanding of inventory management
7. Knowledge of Basic Computer skill would be an advantage

### **Skills & Abilities**

1. Good customer service skills
2. Excellent written and oral communication skills
3. High attention to detail and accuracy and ability to work in a team
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
5. Ability to work with minimum supervision.
6. Ability to follow instructions and meet set deadlines

### **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 391/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Superintendent Medical Imaging Technologist
<b>Salary Band:</b>	Band J
<b>Salary Range:</b>	\$51,132.98 - \$65,555.10 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Radiology Department
<b>Reports to:</b>	Consultant Radiologist
<b>Subordinates:</b>	Supervisor Medical Imaging Technologist

### The Position

The purpose of the position is to support the Hospital business plan through good administration of Radiological HR, Equipment and Consumables.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Effectively manage HR and available resources in carrying out effective and efficient services.
2. Ensure radiological practices are compliant with Radiation Safety standard SOPs, guidelines and protocols.
3. Prepare monthly/quarterly report to CWMH management for the analysis of Radiology department performance.
4. Undertake all requires activities in maintaining equipment and consumables.
5. Actively contribute and participate to Ministry and corporate requirements by attending relevant stakeholder meetings and workshops.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All Human Resource Management and resources are conducted in compliance with protocols and guidelines.
2. Effective and timely management of practices are delivered on a schedule time.
3. Monthly/Quarterly reports outcomes are actioned in a timely and effective manner.
4. All agreed activities in maintaining equipment and consumables meet specific requirements with business objectives aligned with the Ministry through a scheduled timeframe.

### Person Specification

In addition to a Bachelor in Medical Imaging Science, (or equivalent) and licensed under the Fiji Radiation Health Board, and Fiji Society of Medical Imaging Technologist, the person should also possess management qualification. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.



### **Knowledge and Experience**

1. At least 15 years work experience in Radiology.
2. Sound knowledge of management and human resources policies and guidelines.
3. Sound knowledge in radiological practices, Safety standards, equipment, protocols and guidelines.

### **Skills and Abilities**

1. Demonstrated good leadership skills to manage people of diverse background and work effectively within a team environment.
2. Excellent communication skills and the ability to tactfully deal with employees within the legislative and policy framework.
3. Demonstrate ability to follow guidelines and set timeframes in particular with HR administrative activities.
4. Demonstrate ability to maintain confidentiality.
5. Capacity to utilise computer programs to support the operations 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 392/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Supervisor Medical Imaging Technologist
<b>Salary Band:</b>	Band I
<b>Salary Range:</b>	\$43,296.63 - \$55,508.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Radiology Department
<b>Reports to:</b>	Consultant Radiologist
<b>Subordinates:</b>	Technical Officer Higher Grade

### The Position

The purpose of the position is to support the Radiological clinical and administrative activities and programs to ensure effective and efficient service delivery, and support the achievement of outcomes aligned with the Ministry Plans.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Manage, coordinate and monitor staff distribution and performance in preparation of work plans and on call rosters.
2. Ensure safety practices are carried out following standard operating procedures, protocols and guidelines.
3. Actively monitor and manage consumables for continuity of practice and delivery of quality services.
4. Actively contribute to Ministry and Corporate requirements by attending meetings, workshops and professional development.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and timely management and monitoring of staff performance and attendance to ensure delivery of quality services outlined in work plans.
2. Ensure effective and efficient radiology procedures provided are compliant with protocols and guidelines, within agreed timeframes and schedules and/or service standards.
3. Efficient and timely management of all consumables, resources, equipment, assets that support meeting work plans and department objectives.
4. All working areas, equipment, and work practices are compliant with Occupational Health and Safety procedures, standards and guidelines.

### Person Specification

In addition to a Bachelor in Medical Imaging Science (or equivalent), registered and licensed under the Fiji Radiation Health Board, and Fiji Society of Medical Imaging Technologist with an understanding of management, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 10 years work experience in Radiology
2. Sound knowledge or understanding of the different modalities of technical protocols and best practice principles

### **Skills and Abilities**

1. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture
2. Demonstrated organisational and communication skills to be able to interact with a diverse range of people
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Capacity to utilise computer programs to support the operations of complex organisation
5. Service oriented approach, with a commitment to supporting the institutional and department business plan.

### **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 394/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Medical Imaging Technologist
<b>Salary Band:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	CWM Hospital (1), Ba Mission Hospital (2), Lautoka Hospital (1)
<b>Unit/Division:</b>	Radiology
<b>Reports to:</b>	Superintendent Medical Imaging Technologist
<b>Subordinates:</b>	Nil

### The Position

The position is to support the clinical activities at Lami Hospital through effective and efficient delivery of radiological services and is on standby after hours for emergency cases.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Performing requested examinations and its activities in line with departmental protocols, safety procedures and guidelines.
2. Responding to and performing after hour's examination requests promptly.
3. Ensure that equipment are functioning and relevant consumables are available at all times
4. Collect statistics for compiling and actively participates in quality improvement programs.
5. Actively contribute to the Ministry's corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities under examinations are accurately recorded and performed on a scheduled time.
2. All after hour's examinations are completed in a timely manner.
3. Timely collection of weekly and monthly statistics.
4. Equipment's are functioning and consumables are available with timely reporting and quality improvement activities are implemented.

### Person Specification

In addition to a Diploma or a Bachelor in Medical Imaging Science, registered and licensed 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 2 years of technical working experience in General Radiography.
2. Good knowledge of Ultrasound examination protocols to be able to work unsupervised.
3. Knowledge of relevant laws and legislations applicable to Radiology safety practices

### **Skills and Abilities**

1. Demonstrated ability to work effectively within a team environment.
2. Demonstrated organizational and communications skills to be able to work with people of diverse background.
3. Demonstrated ability to promote best use of resources and time to achieve work outcomes.
4. Demonstrated IT and Microsoft office skills to support the department operations.

### **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.

# RE-ADVERTISEMENTS – FIJI SUN 11 DECEMBER 2021

## MOHMS 224/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Divisional Health Information Officer
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Northern Health Services – Ro Qomate House
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Health Information Unit, Northern Health Office
<b>Reports to:</b>	National Health Information Officer & Divisional Medical Officer Northern
<b>Subordinates:</b>	Nil

#### The Position

The position of the Divisional Health Information Officer reports to the NHIO and DMO. This position works alongside the Statistical Officers and the HIU, medical recorders and assistant statisticians in the divisions to facilitate timely, relevant, complete and accurate health information for evidence based decision making. Upon discussion with DMO and with NHIO, the DHIO may also be tasked duties by the Director Epidemiology and Director Health Information as required.

#### Key Responsibilities

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

1. Work collaboratively with Ministry staff and stakeholders to ensure strategies and activities of the implementation plan of the Health Information Unit and the division are executed within the set timelines
2. Uphold legislation, policies and guidelines of the Health Information Unit and the MOHMS
3. Responsible for maintaining and upholding data quality and healthy information standards.
4. In conjunction with Ministry staff and stakeholders assist in reviewing policies and procedures, including obtaining divisional input required to support the National Health Information Policy and National Health Information Systems Strategic Plan.
5. Facilitation of training and training mentorship for subordinates. This may include conducting training occasionally.
6. Coordinate with Sub-divisions and medical areas to obtain pending health information reports from health facilities for timely analysis and decision making.
7. Conduct data quality assessments using the assigned and endorsed Information/Data Assessment tools for the various databases at the Health Information Unit and MOHMS facilities in the clinical/community settings.
8. Conduct supervisory visits to the various health facilities in their division in accordance with the HIU supervisory protocol with the aim of identifying gaps and recommending solutions to strengthen collection systems.
9. Validation and verification of assigned statistics & assist Assistant Statistician (Hospital) and Assistant Statisticians in the Medical Records Department.
10. Provision of reports to respective supervisors and stakeholders

11. Undertake any required activities assigned, including assisting and undertaking research activities, by the supervisors to ensure that evidence based decision making is supported in the Ministry of Health and Medical Service

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. All weekly reports are accurate and submitted within the agreed timeframes.
2. Site visits are conducted, and reports are submitted in a timely and effective manner.
3. Quality committee and meeting secretariat services are provided, and outcomes are actioned in a timely and effective manner.
4. All assigned activities, are implemented, meet the scheduled timeframes, monitored and evaluated for effectiveness.
5. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to having a recognized undergraduate qualification in either in Public Health, Biostatistics or Epidemiology or qualifications (Or equivalent) relevant to the Health Information Unit, the incumbent must also have the following, Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Divisional Health Information Officer:

### **Knowledge and Experience**

1. At least 3-5 years of experience in a similar field
2. Understanding the relevant legislation
3. Understanding of the Fijian Constitution(2013) and applicable laws of Fiji
4. Able to analyze, interpret and present reports

### **Skills and Abilities**

1. Demonstrated ability to communicate with medical professionals in order to ascertain information and reporting needs
2. Demonstrated ability to work cooperatively and effectively within a team environment
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
4. Capacity to utilize computer programs to support the operations of the department.
5. Demonstrated organizational skill to assist senior staff and co-ordinate subordinates to meet tight deadlines
6. Effective training development, delivery and evaluation skills
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

### **Personal Character and Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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.