

NEW ADVERTISEMENTS – FIJI SUN 25 DECEMBER 2021

MOHMS 400/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Foreman, Hospital Services
Salary Band:	Band F
Salary Range:	\$22,528.74 – \$28,883.00 per annum
Duration:	3 years
Location:	CWM Hospital
Unit/Division:	Hospital Services/ CWM Hospital
Reports to:	Hospital Administrator
Subordinates:	Carpenter, Electrician, Fireman, Fitter and Handyman

Position Purpose

To manage a professional and fully competent hospital services team providing services in areas of fitting, carpentry, joinery, electrical, plumbing, air-conditioning/refrigeration, boiler services to the hospital.

Key Responsibilities

1. Provide overall supervision and management of duties to ensure delivery of all Hospital Services (Carpentry, Joinery, Plumbing, Fitting, Electrical, Air-conditioning & Boiler) within agreed timeframes and complying to relevant policies and guidelines
2. Actively Communicate with Internal and external stakeholders across the agency to provide good services delivery; maintain proper records of inventory and provide regular reports to management
3. Actively manage/monitor and assess staff performance to enable business continuity, and the delivery of quality services/functions/outcomes
4. Actively contribute to all the corporate functions of the Ministry.

Key Performance Indicators

1. All agreed skilled and technical support services, functions and advice are delivered within agreed time frames meeting specific requirements.
2. All inventory and records are maintained well, quality reports are submitted within agreed timelines and complying to relevant policies and regulations.
3. Effective and timely management and regular monitoring of technical staff as well as performance and attendance to enhance continuity of effective and quality service.
4. Participate in all corporate functions as and when required

Person Specification

In addition to a Trade certificate in Construction/Plumbing/Carpentry/Mechanical Engineering (or equivalent) and completion of a front-line supervision course, the following Knowledge, Experience, Skills and Abilities are sought to successfully undertake this role:

Knowledge and Experience

1. At least 3 years of working experience in fitting and machining
2. Basic knowledge of plumbing, electrical and carpentry works
3. At least 3 years working experience in management and supervision in a similar role
4. Knowledge of all machines, tools required for each trade
5. Good understanding of OHS regulations

Skills and Abilities

1. Demonstrated ability to work independently, and in a team environment, and to utilize proven organizational skills to determine competing priorities and plan and organize work activities to meet agreed goals and priorities.
2. Ability to handle the administrative duties of position, including completion of required documents and reports
3. Possesses organizational skills, time management, conflict resolution, problem solving and negotiation skills
4. Possess excellent interpersonal and communications skills and a strong customer service orientation.
5. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational / 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.

MOHMS 401/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Statistician
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	3 years
Location:	Lautoka Hospital
Unit/Division:	Medical Records Unit / Lautoka Hospital
Reports to:	Hospital Administrator
Subordinates:	Recorder I, Recorder II & Recorder III

Position Purpose

The Assistant Statistician administers the day to day management operation of the Medical Records Unit in terms of quality medical records services for all clients, ensuring client satisfaction in the process of quality customer care, maintaining highest data integrity, comply with and use procedures, policies, regulations and standards which impact upon the position and working towards achieving the goals and objectives of the unit.

Key Responsibility Areas

1. Ensure the timely provision of medical records functions for all our clients in accordance to procedures and policies
2. Generate, manage and maintain an effective records management system
3. To Maintain highest data integrity, timely data collation and submission in line with unit and organisation objectives
4. Manage and monitor staff performance to ensure a quality delivery of services
5. Participate in all Corporate Social responsibility Activities planned by Labasa Hospital and the Ministry of Health& Medical Services

Key Performance Indicators

1. All medical records services and functions are achieved within agreed timeframes
2. Effective and timely management of medical records data
3. Effective and timely management and monitoring of staff performance and attendance to enable business continuity and delivery of quality services
4. Actively contribute to the Ministry and/or corporate requirements

Person Specification

In addition to having a recognized undergraduate qualification in either Population Studies or Health Information Systems or Statistics from university/tertiary level or equivalent, with the following; Knowledge, Experience, Skills and Abilities:

Knowledge and Experience

1. Sound knowledge of Medical Records management and Records Management System
2. Able to analyse, interpret and present reports
3. Understanding the relevant legislation and authorities governing Health and Health Information Systems.
4. At least 3-5 years experiences in a similar field
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Capacity to utilise computer programs to support the operation of the morbidity and mortality.
2. Demonstrated organizational and good management skills to assist Hospital management and co-ordinate subordinates to meet tight deadlines
3. Demonstrated ability to work cooperatively and effectively within a team environment
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Demonstrated ability to communicate with Medical Professionals in order to ascertain information and reporting needs

Personal Character & Eligibility

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MOHMS 402/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Program Officer Maternal New Born reproductive
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	3 years
Location:	MoHMS, HQ
Unit/Division:	Family Health
Reports to:	Head of Family Health
Subordinates:	Nil

Position Purpose

To coordinate, implement, monitor, and evaluate all programs related to Maternal, Reproductive Health & Gender programs for the Ministry of Health & Medical services. This position also provides clinical & non-clinical trainings, audits, competency assessment and certification

Key Responsibilities

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

1. Coordinate and facilitate the development of a National Strategic Plan including related policies and guidelines on Maternal, Reproductive Health & Gender in consultation with stakeholders.
2. Monitor and evaluate all Maternal, Reproductive Health & Gender programs and ensure that they are carried out in accordance with relevant policies and legislations within the agreed timeframe.
3. Design, conduct and evaluate all Maternal, Reproductive Health & Gender training programs
4. Facilitate the management of donor funds with appropriate acquittals and reports as per the respective finance guidelines.
5. Submit reports, in accordance with reporting standards, on the achievement of program activities on a weekly, monthly and quarterly basis to the Head of the Family Health Unit
6. Design new and innovative programs in consultation with stakeholders.
7. Provide secretarial support to the Obstetrics & Gynaecology - Clinical Services Network and facilitate the implementation of the action items agreed during the meetings.
8. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. A National Work Plan & Training plan developed, approved and implemented within the agreed timeframe.
2. Donor funded work plan implemented and reported, with funds acquitted in accordance with financial regulations
3. Effective and timely Reports are submitted in accordance with standard of reporting requirements including analytical trends, analyses of data and any recommendation for improvement in a timely manner.

4. Minutes of meetings for Obstetrics & Gynaecology - Clinical Services Network documented with agreed items actioned accordingly and effective contribution to all corporate requirements of the Ministry whenever required.
5. Participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to being a Registered Nurse with the Fiji Nursing Council with a valid practicing license, a Bachelor of Nursing /Public Health with a post graduate study in Public Health or Sexual and Reproductive Health (or equivalent), and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. At least five years' experience in Nursing either public health or clinical in areas of Maternal & Reproductive Health with management level experience
2. Proven experience or comprehensive understanding of financial procedures, including some knowledge on donor fund management and project management.
3. Broad knowledge and understanding of health programming, work plan development, budgeting, and monitoring and evaluation.
4. 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 co-operatively and effectively; analyse and contribute towards solutions of complex problems, in a resource constrained environment
 - a. Excellent communication skills with the ability to report and utilise and analyse health information or evidence-based data and draft solutions to program related issues
2. Demonstrated effective organisational skills to meet tight deadlines.
3. Ability to design, deliver and evaluate training programs and provide competency assessments effectively.
4. Ability to effectively use computer programs to support the effective operations of the program.
5. Service oriented approach, with a commitment to supporting the operational environment of the organisation.

Personal Character and Eligibility

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