

NEW ADVERTISEMENTS – FIJI SUN 15 JANUARY 2022

MOHMS 01/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Physiotherapist
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	Levuka Hospital, Seaqaqa Heath Centre, Vunisea Hospital
Unit/Division:	Physiotherapy
Reports to:	Sub Divisional Medical Officer / Senior Physiotherapist
Subordinates:	Junior Physiotherapists

The Position

The position manages the provision of safe, effective and efficient physiotherapy services at the respective health facilities. This position assists in monitoring, developing and promoting good standards of patient care, assisting staff development with a customer focus.

Key Responsibilities

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

1. Provide physiotherapy services in the outpatient clinics and wards within their respective stations;
2. Acquire consumables and materials needed for the unit.
3. Compile and submit daily clinical and monthly statistical updates in their respective areas to the supervisor;
4. Contribute to the staff development to facilitate learning environment within their respective stations.
5. Conduct physiotherapy awareness and educational programs in communities when required;
6. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Clinical duties are performed in accordance with standard physiotherapy procedures, practices and guidelines in a timely manner
2. Reports are submitted in accordance with reporting standards and within the agreed timeframe.
3. Ensure an adequate supply of consumables and materials at all times
4. Active participation in all corporate activities of the Ministry

Person Specification

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

Knowledge and Experience

1. At least seven years of clinical work experience in physiotherapy
2. An understanding of methods to procure goods and services
3. Sound knowledge, understanding and approaches to effective physiotherapy services.
4. A working knowledge and understanding of Allied Health Decree (2011), OHS at the workplace, Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Proven ability to provide efficient and effective physiotherapy treatment and advice.
2. Excellent communication skills verbal and written with an attention for detail when reporting.
3. Demonstrated ability to effectively work within a team;
4. 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 02/2022



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:	Western/Northern/Eastern Divisional
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 sub-divisional clinical facility
6. Evaluate, interpret, monitor and document nutritional status and needs of hospitalized patients and outpatients using established standards of care and practice 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 & Eligibility

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MOHMS 03/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Dietician
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	Central Health Services
Unit/Division:	Dietetics & Nutrition
Reports to:	Divisional Medical Officer Central, National Advisor Dietetics and Nutrition
Subordinates:	Supervisor Dieticians

The Position

The position supports and assists the National Advisor Dietetics and Nutrition and Divisional Medical Officer in the delivery of quality nutrition intervention and services to meet the need of the service users and the objective of the organization

Key Responsibilities

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

1. Provide administrative, management and leadership role in the delivery of quality dietetics and nutrition services at Divisional hospital
2. Provide technical support and identifying changing needs and opportunities to improve nutrition services according to approved clinical practice guideline standards and protocols.
3. Provide training coaching, mentoring and continuous professional development to staff, and other health professionals
4. Ensure compliance to all relevant policies, protocols and guidelines and promote quality Improvements
5. Monitor and evaluate all nutrition programs and projects
6. Collaborate and communicate effectively with internal and external stakeholder and submission of reports
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and efficient nutrition services delivered at divisional hospitals, within available resources
2. Timely management and regular monitoring and evaluation of clinical care practice in line with guidelines and protocols
3. Ongoing professional development and capacity building in the unit
4. Timely submission and dissemination of reports
5. Active participation in the corporate activities of the Ministry as and when required

Person Specification

In addition to Bachelors in Dietetics & Nutrition or equivalent from a recognized University the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 10 years related work experience in the management role
2. Requisite clinical knowledge on procedures, guidelines, policies and protocols and high level of competence in the delivery of dietetic and nutrition intervention and evidence based practice
3. Broad knowledge and understanding of national plans and policies and their linkages towards achieving national outcomes in Clinical Dietetics and Nutrition

Skills and Abilities

1. Demonstrate the requisite clinical knowledge and high level of competence in the delivery of dietetic intervention and evidence based practice
2. Demonstrate the ability to lead out and bring projects / initiatives to completion
3. Demonstrate flexibility and the ability to work effectively within changing healthcare environment
4. Demonstrate the ability to effectively evaluate information and make appropriate decision
5. Strong Organizational & Administrative Skills with ability to manage and work in a resource constrained environment.

Personal Character & Eligibility

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MOHMS 04/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Principal Dental Officer
Salary Band:	Band J
Salary Range:	\$51,132.98 - \$65,555.10 per annum
Location:	CWM Hospital
Duration:	5 years
Unit/Division:	Oral Health
Reports to:	Medical Superintendent CWM and National Advisor Oral Health.
Subordinates:	Senior Dental Officers, Dental Officers, Senior Dental Technician, Supervising Dental Technician, Instructor Dental Therapist, Dental Technicians, Dental Therapists, Dental Hygienists, Dental Interns

The Position

The position provides overall leadership and management to all dental staff at CWM Hospital. Ensuring delivery of quality oral health care services in order to achieve specific strategic/operational objectives for the Ministry through the Department of Oral Health's Business Plan. The position is also responsible for all national and regional referrals.

Key Responsibilities

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

1. Provide leadership and direction towards the planning, implementation, monitoring and evaluation of the departments oral health programs/activities based on the departments business plan.
2. Responsible for the overall daily operation of the department and accountable for the ministry's resources and assets such as; human resources, structural assets, equipment, instruments, consumables and revenues/funds.
3. Provide high quality of clinical skills, consultations and engage in a 24 hours on call duties for any Oral Health or related issues.
4. Timely collation and submission of accurate data.
5. Accountable for professional development of staff.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

1. Timely achievement and close monitoring of all departments' oral health programmes/ activities as per the Departments Business Plan/ ACP.
2. Effective and conservation management of Ministry's resources and assets, such as human resources, equipment, instruments and consumables.
3. All reports are submitted within the agreed timeframes, and meet the required standard, including analytical trends, analyses of data and any recommendations for improvement.
4. Coordinates Professional Development and timely assessment of supervisors/staff using the required/approved assessment tool recommended by the Ministry.
5. Effective participation to any assigned Ministry activities whenever required.

Person Specification

In addition to Bachelor of Dental Surgery, with or without any Post Graduate certification in relevant Clinical Dentistry or equivalent from a recognised University and registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice as a Dentist, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position:

Knowledge and Experience

1. At least 10 years of related work experience in dentistry and plus 5 years of experience in oral health management and administration at senior level.
2. Able to demonstrate sound characteristics of being an effective team leader and to work well within the team environment.
3. Demonstrate personal and professional behaviour in line with the position and existing codes of conduct, rules & regulations, policies and standards provided by service provider.
4. Understand and demonstrate good clinical standard of practise and care to patients.
5. Best use of resources and time to achieve desirable work outcome.

Skills and Abilities

1. Effective coaching, mentoring, and supervising skills
2. Ability to administrate and manage staff and other resources wisely
3. Good motivational skills
4. Excellent communication skills [verbal and written]
5. Computing and analytic skills
6. Ability to resolve conflicts
7. Ability to manage workload effectively

Personal Character & Eligibility

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MOHMS 05/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Dental Officer
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	Vunidawa Hospital, Labasa Hospital, CWM Hospital
Unit/Division:	Oral Health / Central and Northern
Reports to:	Senior Dental Officer
Subordinates:	Dental Therapist / Dental Hygienist / Dental Technician

The Position

The position provides Preventive, Conservative, Exodontia, Local Anaesthesia, Endodontic, Orthodontic, Prosthodontics, Oral Surgery and Administrative Support services in Dental Clinics across the Ministry of Health and Outreach Services in Rural and Maritime areas.

Key Responsibilities

1. The Dental Officer demonstrates collective accountability for actions within the position and is able to make clinical, operational, with critical administrative decisions compatible with his/her level of training and experience.
2. Demonstrates commitment to working to improve short and long term Oral Health outcomes in the facility and the wider community through active collaborative participation and involvement with the Private Partners to achieve the Oral health Outcomes in the Strategic Plan 2016- 2020.
3. Works collaboratively with other health professionals in the multidisciplinary team to ensure optimal Oral Health patient outcomes and patient satisfaction.
4. Facilitates and Monitors the usage of Standard operating procedures, policies, regulations and standards which impact upon the position, including contemporary Human Resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.
5. Comply and enforce the usage of guidelines on management of government resources, equipment, consumable, finances and data management and usage. 6. Sustaining and managing a workforce with discipline, etiquette and good customer focus.

Key Performance Indicators

1. All reports are submitted within the agreed timeframe and meet standard reporting requirements.
2. Number of active participations in Oral Health Promotional activities conducted as per relevant policies and guidelines.
3. Effective patient management and services are provided in compliance with relevant legislation, policy, and guideline within agreed time frame.
4. Effective and timely management of staff performance, consumable orders and equipment maintenance requirements.

Person Specification

In addition to a Bachelor in Dental Surgery from a recognised tertiary institution and registration as a Dental Practitioner with the Fiji Dental Council (FDC), appointment to this position requires validation of qualifications, and a current Annual Practising Licence with the Fiji Dental Council is mandatory. The following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Demonstrate appropriate personal and professional behaviour in line with the position and Code of Conduct.
2. Promotes, ensures, and monitors best use of resources and timely achievement of work outcomes.
3. Recognize and work within the limits of competence of a Dental Officer.
4. Experience in understanding Self-development, Team Development and approaches to effective continuous Professional Training.

Skills and Abilities

1. Demonstrate Clinical Competency according to the prescribed Scope of Practice.
2. Contribute towards Quality Improvement Programs.
3. Ability to communicate proficiently in English in both verbal and written.
4. Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment.
5. Be able to motivate staff to work with one another to achieve common goals.

Personal Character & Eligibility

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MOHMS 06/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Hospital Attendant
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Duration:	3 years
Location:	Labasa Hospital
Unit/Division:	Hospital Support Services
Reports to:	Team Leader
Subordinates:	Nil

The Position

The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

Key Responsibilities

1. Ensure that sufficient supply of oxygen/ medical air is available in the ward at all times.
2. Assist stores and BOC gases in the storage of oxygen/ medical air and also keep the area clean at all times
3. Take patients for x-ray, CT scan and when required by the wards accompanied by the nurse.
4. Transfer patients from helipad, theater, Emergency into the wards accompanied by a nurse.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards and ED to the morgue
7. Deliver daily report books, time books to the responsible supervisors.
8. Deliver food trolleys to all wards from kitchen on time and return clean food trolley.

Key Performance Indicators

1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient's safety.
3. Assign task is completed within timeline.
4. Participate in all corporate activities of the Ministry 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. Experience in a similar work environment.
2. Experience in care giving assistance to patients
3. Understanding of Occupational Health & Safety and Infection Control Policy
4. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Ability to effectively work within a team, with less supervision.
3. Ability to communicate in both verbal and written.
4. Service and customer oriented approach, with a commitment to assist at workplace as and when required.

Personal Character & Eligibility

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RE-ADVERTISEMENT – FIJI SUN 15 JANUARY 2022

MOHMS 253/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Instructor Dental Therapist
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	Nausori Health Centre
Unit/Division:	Oral Health
Reports to:	Dental Officer
Subordinates:	Dental Therapist

The Position

The purpose of this position is to provide administrative support to the Head of Department, team leaders in the Promotion and Implement National Oral Health Policy and Operational Business Plan of the Oral Health Unit, to improve the Oral Health status of the population through effective planning, leading, coordinating, monitoring and evaluation of all Oral Health Programs and services provided as per strategic direction of Ministry of Health and Medical Services.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide administrative support to SDO in the administrative matters, activities and programs in Rewa under the direction of the Senior Dental Officers and as per the oral health unit business plan, along with recommendations for improvement in ensuring the efficient and effective processes of Dental Unit
2. Ensure sustainability of endorse Oral Health Promotion/School programs through Coordinate Planning, close Monitoring and Evaluation, through consultations, periodical audits, utilisation of updated data collation methods and analysis
3. Coordinate and provide logistics support for any CPD session for staff and important stakeholders as per Unit business plan
4. Ensure accurate records and information are maintained by the users of the Patient Information Data
5. Provide administrative directions to all subordinate staff
6. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development

Key Performance Indicators

Performance will be measured through the following indicators:

1. Satisfactory annual performance ratings achieved based on effective management of daily tasks and staff appraisal are implemented and evaluated, together with counselling and

- coaching resolved
2. Percentage of programs undertaken as per Unit Business Plan, outcomes and achievement along with recommendation for improvements are reported to the Senior Dental Officer in a timely manner
 3. Number of programs evaluated and timely submission of periodic activity reports and analysis
 4. Number of trainings conducted as per oral health business plan
 5. Participate in the corporate activities of the Ministry as and when required

Person Specification

In addition to a Certificate/Diploma or Degree in Dental Therapy or equivalent from a recognised university and be registered as a dental practitioner with a valid Annual Practice Licence with the Fiji Medical & Dental Council, the following knowledge, experience, skills and abilities are required to perform this role.

Knowledge and Experience

1. Proven consistent good records and experience as a Registered Dental Therapist
2. Understand organizational structure and processes related to clinical, public health, human resource, assets inventory and financial management system
3. Practical and working knowledge and experience of all aspects and functions of oral health service policy, procedures, protocols, service standards, clinical practice guidelines and regulations. [Laws and legislations required to practice dentistry in Fiji]
4. Promote best use of resources and time to achieve work outcomes
5. Understand and demonstrate good standard of practice and care to patients
6. Understanding of teams and how to work effectively within a team environment

Skills and Abilities

1. Demonstrated clinical competency within the scope of practice of Dental Therapist
2. Excellent communication skills and the ability to tactfully deal with staff within the required legislative and framework
3. Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment
4. Demonstrated ability to maintain confidentiality
5. Capacity to utilise computer programs to support the operations
6. Demonstrate commitment towards Quality Improvement and recommend solutions to any Risk Management Issues
7. Have the capacity to effectively Monitor and Evaluate the department's output
8. Demonstrated ability to provide regular feedback to management on staff performance with informed recommendations
9. Effective service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
10. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility

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