

NEW ADVERTISEMENTS – FIJI SUN 22 JANUARY 2022

MOHMS 07/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Carpenter
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Duration:	3 years
Location:	Labasa Hospital
Unit/Division:	Hospital Services
Reports to:	Foreman Hospital Services
Subordinates:	Assistant Carpenter

The Position

The position is responsible for the effective general maintenance and repairs of all carpentry works at Labasa Hospital.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Hospital buildings, equipment and furnishings to include carpentry work, minor and major repairs, urgent maintenance repairs and required small building and carpentry projects.
2. Planning and scheduling of work to ensuring proper distribution of assignments, equipment and supplies of performances of duties
3. Scope required carpentry works and estimate time and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, requirement changes to facilitate and completion of assigned tasks
4. Implementation of preventive maintenance programs
5. Ensure the implementation and maintaining of O.H.S act at all times
6. Perform other related task required by supervisor from time to time

Key Performance Indicators

Performance will be measured through the following indicators:

1. Coordinate and facilitate all carpentry related activities for repairing, maintenance and renovation of health facilities
2. Coordinate and plan purchasing of building materials using relevant guidelines
3. Provide scoping activities for all facilities need repairing
4. Ensure that all building materials supplied are well stored and documented accordingly
5. Active participation in the corporate activities of the Ministry as and when required

Person Specification

In addition to a Trade Certificate in Carpentry and Joinery or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. A vast experience in carpentry and joinery maintenance, repairs and construction of buildings and related infrastructure;
2. A sound knowledge of maintenance methods and procedures involved in the maintenance of buildings and structures;
3. Sound knowledge of safe operation of basic hand and power tools;
4. Knowledge of workplace safety, safe lifting and handling procedures;
5. Basic knowledge of Occupational Health & Safety procedures

Skills and Abilities

1. Ability to understand and interpret building plan and standards
2. Ability to standby for clinical and patient safety care where possible in extreme weather conditions
3. Ability to communicate both orally and in written
4. Identifies and utilizes resources effectively and responsibly
5. Takes a problem-solving approach when faced with challenging or difficult situations
6. Demonstrates a positive attitude in work assignment and interaction with others
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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MOHMS 08/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Carpenter
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Duration:	3 years
Location:	Labasa Hospital
Unit/Division:	Hospital Services
Reports to:	Foreman Hospital Services
Subordinates:	Nil

The Position

The position is responsible to the Foreman for the effective day-to-day operation, general maintenance and repairs of all carpentry works in the Hospital.

Key Responsibilities

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

1. Assist the Foreman in coordinating and facilitating all the carpentry works in the hospital, in accordance with standard procedures and legislations within agreed timeframe.
2. Responsible for planning, scoping, inspection and reporting of all carpentry works in the hospital and for northern division health facilities.
3. Adherence to OHS rules and regulations.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Developing works planning, scoping and inspection and timely submission of reports.
3. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to any qualification in Building and Carpentry or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. A vast experience in carpentry and joinery maintenance, repairs and construction of buildings and related infrastructure;
2. A sound knowledge of maintenance methods and procedures involved in the maintenance of buildings and structures;

3. Sound knowledge of safe operation of basic hand and power tools;
4. Knowledge of workplace safety, safe lifting and handling procedures;
5. Basic knowledge of Occupational Health & Safety procedures.

Skills and Abilities

1. Ability to understand and interpret building plan and standards.
2. Ability to standby for clinical and patient safety care where possible in extreme weather conditions
3. Ability to communicate both orally and in written.
4. Identifies and utilizes resources effectively and responsibly.
5. Takes a problem-solving approach when faced with challenging or difficult situations.
6. Demonstrates a positive attitude in work assignment and interaction with others.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character & Eligibility

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MOHMS 09/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Electrician
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Duration:	3 years
Location:	Labasa Hospital
Unit/Division:	Hospital Services
Reports to:	Foreman Hospital Services
Subordinates:	Nil

The Position

The position will assist the Electrician for the effective day-to-day operations, maintenance and repairs of all electrical works, electrical fixtures, equipment, operation and backup generators in the Hospital.

Key Responsibilities

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

1. Assist the Electrician in coordinating and facilitating all the electrical maintenance within the health facility in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing and all other electrical issues.
2. Assist in the planning of labor requirement, duration and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
3. Adherence to OHS rules and regulations.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs of electrical equipment and accessories as stipulated in the relevant manuals and standards.
3. Submission of timely reports detailing achievements to management.
4. Actively contribute to all corporate functions of the Ministry.

Person Specification

In addition to a Trade Certificate in Electrical or equivalent with an EFL Wireman's license, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least three (3) years of experience in a similar working environment
2. Basic knowledge in maintenance, repairs and new installations of Electrical equipment
3. Understanding and experience of electrical wiring and repair of electrical steam operated

- equipment, generators and pumps, laundry machines, wiring installation and electrical fixtures.
4. Knowledge of Occupational Health & Safety Requirements.

Skills and Abilities

1. Ability to detect, analyse and solve electrical faults and breakdown
2. Ability to perform physical work and repair of underground electrical cabling and laying of new wiring works.
3. Good communication skills, analytical skills, customer service skills and time management skills.
4. Demonstrated ability to work independently or as part of a team.
5. Ability to work under pressure with minimum supervision.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility

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MOHMS 10/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Labourer
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Duration:	3 years
Location:	Labasa Hospital
Unit/Division:	Corporate Services
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

The position is responsible for maintaining the cleanliness of the health facility environment.

Key Responsibilities

1. Ensure the removal and disposal of waste from the hospital premises in compliance with OHS standards
2. Ensure the beautification of the health facility and quarters are maintained
3. Ensure that all equipment/ tools are well serviced and maintained
4. Ensure to clean and maintain the surrounding of the health facility
5. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators

1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter's compound is properly maintained in a timely manner
3. Participate in all corporate functions of the Ministry as and when required

Person Specification

In addition to the completion of Secondary School 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. Basic knowledge of Occupational Health & Safety
3. Knowledge of proper handling and use of working materials [tools]
4. Possesses basic carpentry, plumbing and gardening work experience

Skills and Abilities

1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player
3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
5. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility

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MOHMS 11/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Fitter
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Duration:	3 years
Location:	Labasa Hospital
Unit/Division:	Hospital Services
Reports to:	Foreman/Supervisor Higher Grade Hospital Services
Subordinates:	Nil

The Position

Responsible for the effective day to day operations, maintenance and repairs of all mechanical and steam operated works and fixtures, equipment's, operating and backup generators in the Hospital.

Key Responsibilities

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

1. To assist in the repairing and maintenances of boilers, washing machines, dryers and roller ironer steam line, suction pumps, ,wheel chairs and beds and general welding works
2. Ensure that boilers, back-up generators and fuel supply are in working order and sufficient supply respectively.
3. Conduct weekly checks on machinery and equipment and provide a report on the status of each.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed maintenance schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs and maintenance of hospital equipment and accessories as stipulated in the relevant manuals and standards.
3. Weekly status report of each machinery and equipment is provided by the due date.
4. Actively contribute to all corporate requirements of the Ministry.

Person Specification

In addition to a trade certificate in heavy plant and machinery maintenance (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience

1. At least five (5) years experience in a similar work environment. The completion of an appropriate apprenticeship training is desirable.
2. Well versed and knowledgeable in maintenance and repairs of boiler, washing machines, dryers, roller ironer, steam line, suction pumps, incinerators, autoclaves, diesel generators/engines, sterilizers, wheel chairs and beds and general welding works.

3. Experience in mechanical plant operators.
4. Knowledge of Occupational Health & Safety requirements.

Skills and Abilities

1. 1.ability to carry out welding, plumbing, repair mechanical plants/equipment, basic electrical works and defects
2. Good communication (verbal and written) skills
3. Demonstrated ability to work independently or as part of a team
4. Ability to work under pressure with minimum supervision
5. Service oriented approach, with a commitment to upholding the operational / corporate environment of the organization.

Personal Character & Eligibility

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MOHMS 12/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cook
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Duration:	3 years
Location:	Tavua Hospital
Unit/Division:	Northern
Reports to:	Dietician
Subordinates:	Nil

The Position

The position ensures the timely preparation and provision of meals for patients at the health facility.

Key Responsibilities

1. The position will achieve its purpose through the following key responsibilities:
2. Reports directly to the Dietician on a day to day basis.
3. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.
4. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
5. Ensure food items to be used for day is available.
6. To assist in the cost effective management of the food budget.
7. To identify and participate in any training appropriate to the position.
8. Ensure to be transparent with work and punctuality
9. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Person Specification

In addition to the completion of Secondary School qualification and a Certificate in Cookery or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of quality food preparation and presentation methods
2. Must have knowledge of food safety and hygiene

3. Experience in a similar work environment
4. Basic knowledge of occupational health and safety in the workplace

Skills and Abilities

1. Ability to work effectively within a team and manage time
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
3. Demonstrate a high standard of personal appearance and good personal hygiene
4. Demonstrate ability to work under minimal supervision
5. Ability to communicate both verbally and written

Personal Character & Eligibility

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MOHMS 13/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Packer
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Duration:	3 years
Location:	Fiji Pharmaceutical & Biomedical Services,
Unit/Division:	Warehouse
Reports to:	Warehouse Manager
Subordinates:	Nil

The Position

The position ensures that all pharmaceuticals, consumables and equipment are packed in accordance with packing procedures and standards in a timely manner.

Key Responsibilities

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

1. Facilitate and process orders received from respective health facilities in accordance with standard operating procedures.
2. Certify that all items received from the Bulk, Issue Stores, Cooler Room correct and items are entered in the respective card with the correct details.
3. Ensure that all cartons are properly labeled, carton numbered, name of customer, picking slip number and other details are stated on top of the carton.
4. Ensure that all cartons ready for distribution have the “Sealed Stickers” this is a must and shall be followed at all times
5. Should notify Warehouse Manager or Supervisor if the items chosen are wrong or does not match with the quantity or batch as per the Picking Slip
6. Assist with the delivery of items from the warehouse to the respective health facility.
7. Assist in the receipt of consignment from Fiji Procurement Office, Airport or through the Receipts Department.
8. Actively participate in all corporate activities of the ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All orders are accurately filled and picked, within the agreed timeframes and compliant to Good Warehouse Practice and Occupational Health & Safety standards
2. Accuracy of Physical Stock, Stocks Card and Inventory System are maintained in accordance with Standard procedures and within the agreed timeline.
3. All complaints and discrepancies are addressed within the allocated timeframe.
4. Participate in the corporate activities of the Ministry 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. Experience in a similar work environment
2. Knowledge and understanding of packing procedures and techniques in handling delicate and hazardous substances
3. An understanding of occupational health and safety at the work place for a safe work environment.
4. Experience in ensuring products meet standard requirements and can identify defects.

Skills and Abilities

1. Attention for detail with the ability to ensure that items ordered for are complete, and correct.
2. Ability to communicate effectively both verbally and written
3. Demonstrated ability to effectively work within a team,
4. Ability to follow organization safety rules and procedures and encourage others
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character & Eligibility

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MOHMS 14/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Midwife
Salary Band:	Band G
Salary Range:	(\$28,605.45 - \$38,140.60) per annum
Duration:	5 years
Location:	CWM Hospital (19), Makoi Birthing Unit (12), Nabouwalu Hospital (5), Savusavu Hospital (6), Taveuni Hospital (7), Vunisea Hospital [Kadavu] (3)
Unit/Division:	Maternity Unit
Reports to:	Nurse Unit Manager and/or Sub Divisional Nurse Manager
Subordinates:	Registered Nurses, Enrolled Nurses, O&G Interns, Students Nurses and Ward Assistants

The Position

The registered Midwife is recognized as a responsible and accountable professional who works in partnership with women and families to give the necessary supportive care and advice during pregnancy, labour, birth, puerperium period and to their newborn.

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. Provides proper assessment of clients in conformity to the Midwifery Scope of Practice, Nursing standards and clinical practice guidelines.
2. Provides quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Executes nursing care plans and specialist team orders ensuring that it conforms to national nursing policies, facilities internal protocols and infection control guidelines.
4. Makes sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families.
5. Nurses and monitors high risk and critical patients; ensure timely escalation to experts regarding any clinical issues beyond their competency
6. Facilitates learning and mentors Registered and nurses in training, Medical Interns, junior staff during the provision of care to client needing Intensive Nursing care.
7. Maintains accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.
8. Participate in the corporate activities of the Ministry including planning, budgeting, performance assessment, recruitment and discipline.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Prompt and timely assessments of clients from the time of initial contact.

2. Consistently making accurate midwifery and nursing diagnoses based on assessment and that are linked to effective care plans.
3. Timely execution of nursing and midwifery care plans within the policies, protocols and guidelines and meeting the intended objectives/outcomes.
4. Effective, timely interventions and positive outcomes based on decision making in both normal and high risk/critical clients.
5. Active participation in facilitating learning and mentoring of nurses and other junior staff and those in training.
6. Maintains accurate and well-structured documentation of nursing and midwifery care, other activities and relevant information.
7. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to being a Fiji registered midwife with a valid practicing license, and either an undergraduate or postgraduate qualification in Midwifery, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Comprehensive knowledge and understanding of the registered nurses and midwifery scope of practice, Fiji Nursing Act, Nurses Code of Conduct and the Child Welfare Act.
2. Has sound knowledge and competence on obstetric and neonatal emergencies, and neonatal resuscitation.
3. Practical knowledge and experience on Risk management, Infection Control and Prevention.
4. Excellent knowledge of operational plans and goals of midwifery services

Skills and Abilities

1. Demonstrates ability to effectively work in a team and shows good leadership skills
2. Demonstrates good/sound clinical judgment and decision-making
3. Ability to work under minimum supervision. An assertive self-starter
4. Excellent communication skills (verbal & written)
5. Ability to practice ethically within the framework of the Midwifery Scope of Practice
6. Demonstrates commitment and accountability in the execution of delegated responsibilities
7. Service oriented with a commitment to supporting the operational and corporate environment of the organization

Personal Character & Eligibility

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RE-ADVERTISEMENTS – FIJI SUN 22 JANUARY 2022

MOHMS 79/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Physiotherapist
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	Northern Health Services
Unit/Division:	Physiotherapy Department
Reports To:	Superintendent Physiotherapist
Subordinates:	Physiotherapists

The Position

To develop, implement and monitor the Physiotherapy Business Plan in accordance with the Ministry's Annual Operational Plan, Physiotherapy Strategic Plan and will recommend and finalize physiotherapy clinical policies to ensure standardized practice. The post will manage and administer the department, identify specialized areas, need for up skilling, and enforce and sustain all policies on technical services.

Key Responsibilities

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

1. Develop, and monitor the implementation of the Business Plan for physiotherapy.
2. Manage the daily operations of the department in accordance with standard procedures, practices and policies within agreed timelines.
3. Facilitate training and development opportunities for staff for continuous professional development.
4. Manage staff performance in accordance with standard performance assessment guidelines.
5. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Business plan is developed, implemented and monitored so as to ensure the efficient and effective management of the physiotherapy department.
2. Physiotherapy services are delivered in compliance with standard procedures, policies and legislative requirements within the agreed time frame.
3. Reports are in accordance with reporting standards and submitted within the agreed timeframe.
4. Staff performance is managed in accordance with the Performance Management Framework
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

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

Knowledge and Experience

1. At least 9 years' proven experience in the field of physiotherapy, with 3 years at a supervisory level.
2. Knowledge and understanding of International conventional physiotherapy practice, OHS and
3. Labor regulations and physiotherapy standards of practice.
4. Proven experience in supervising and assessing performance of staff

Skills and Abilities

1. Ability to give technical and clinical advice to customers and stakeholders on physiotherapy issues.
2. Strong communication skills and the ability to effectively consult with others to develop sound plans, internal policies and procedures.
3. Excellent analytical and problem solving skills with an attention for detail
4. Capacity to utilize computer programs to support the operations of a complex organization.
5. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization

Personal Character & Eligibility

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