

NEW ADVERTISEMENTS – FIJI SUN 29 JANUARY 2022

MOHMS 15/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Laundry Hand
Salary Band:	Band A
Salary Range:	\$4.60-\$5.90 per hour
Duration:	3 years
Location:	CWM Hospital (2), Lomaloma Hospital (1)
Unit/Division:	Corporate Services
Reports to:	Laundry Supervisor
Subordinates:	Nil

The Position

The position provides quality laundry services for all our clients in accordance to standard procedure and policies of the unit and organization and ensuring client's satisfaction in the process of quality laundry services and working towards achieving goals and objectives of the unit and organization.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments
3. Ensure the adequate supply of washing detergent at all times
4. Ensure and maintain the cleanliness of the Laundry Room
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition
6. Actively contribute to the ministry's corporate functions and activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times
6. Participate in all corporate functions as and when required

Person Specification

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

Knowledge and Experience

1. Should have some knowledge in Occupational Health & Safety
2. Knowledge of cleaning services and infection control
3. Knowledge of Occupational Health & Safety requirements
4. Basic knowledge on record keeping and basic inventory management

Skills and Abilities

1. Ability to operate and use laundry machines
2. Ability to manually provide laundry services in case of break downs or machines failure
3. Ability and skills to meet deadline
4. Ability to communicate both verbally & written
5. 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.

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 16/2022



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:	CWM Hospital
Unit/Division:	Hospital 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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MOHMS 17/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Labourer
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Wainibokasi Hospital, Nabouwalu Hospital, Kavala Health Centre
Duration:	3 years
Unit/Division:	Corporate Services
Reports to:	Clerical Officer/ Executive 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 18/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cleaner
Salary Band:	Band A
Salary Range:	\$4.60-\$5.90 per hour
Location:	Keiyasi Health Centre, Makoi Birthing Unit
Duration:	3 years
Unit/Division:	Western/Central
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

The position ensures provision of effective and safe cleaning services at the health facility whilst maintaining a sense of integrity and responsibility.

Key Responsibilities

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

1. Ensure cleanliness of premises in adherence to the Infection Control Guideline.
2. Ensure proper and safe use of appropriate cleaning agents for the respective areas within the facility.
3. Perform and document routine inspection and maintenance activities.
4. Ensure sufficient stock of cleaning agents and appliances is maintain.
5. Actively contribute to all corporate functions of the ministry.

Key Performance Indicators

1. Ensure that improvements to office cleanliness are implemented and completed in a timely manner.
2. Timely recording and reporting of reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
3. Ensure Occupational Health Safety (OHS) compliance.
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Selection Criteria

The Person

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. Some experience in a similar working environment.
2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures.
3. Knowledge in record management and proper disposal.
4. Knowledge of Occupational Health and safety at the workplace.

Skills and Abilities

1. Ability to plan and organise work on a daily basis.
2. Ability to communicate effectively both verbally and written.
3. Ability to work with minimum supervision and with attention to details
4. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character & Eligibility

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MOHMS 19/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Ward Assistant
Salary Band:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Duration:	3 years
Location:	Labasa Hospital
Unit/Division:	Nursing Department
Reports to:	Team Leader, Executive Officer
Subordinates:	Nil

The Position

The position is to assist nurses with non-clinical duties including patient care, patient movement within the health facility, ward housekeeping, and food service.

Key Responsibilities

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

1. Assist with patient care in accordance with patient safety and care regulations and in compliance with occupational health & safety standards.
2. Ensure that patient bedding, linen and surrounding is clean at all times.
3. Assist with the carriage of patients within the health facility.
4. Actively participate in corporate activities of the Ministry as and when required

Key Performance Indicators

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
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. Work experience in a similar environment providing patient care to the sick or aged.
2. Good understanding of basic life support in times of emergencies
3. Experience in basic housekeeping duties
4. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

Skills and Abilities

1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively both written and verbal
3. A good team player and ability to work with minimum supervision.
4. Good customer services skills
5. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility

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MOHMS 20/2022



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 21/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Supervisor Medical Imaging Technologist
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50 per annum
Duration:	5 years
Location:	Lautoka Hospital
Unit/Division:	Radiology Department
Reports to:	Consultant Radiologist
Subordinates:	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 organizational 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 & Eligibility

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MOHMS 22/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Technical Officer Higher Grade (Radiography)
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	Valelevu Health Centre
Unit/Division:	Radiology Department/ Central Division
Reports to:	Supervising MIT, Senior MIT
Subordinates:	Medical Imaging Technologist

The Position

The purpose of the position is to support Radiological clinical activities for efficient and effective delivery of special radiography services aligned with the Ministry's plans.

Key Responsibilities

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the MOHMS:

1. Schedules patient appropriately and performs examinations in accordance with its protocols and guidelines.
2. Ensure that equipment technical faults, structural defects and consumable issues are recorded and reported to Supervisors for rectification in a timely manner.
3. Ensure correct weekly and monthly statistics are collected and submitted.
4. Actively monitor and assess subordinate performance to enable the delivery of quality services and outcomes.
5. To attend staff meetings, conferences and workshops relevant to job role.
6. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities for examinations requested are completed and delivered in a scheduled time.
2. Equipment are operational and safe practices are carried out with timely reporting of equipment issues.
3. Effective and timely supervision of subordinates and students to ensure individual work plans are met and quality reports are provided, and outcomes are actioned in a timely manner
4. Actively contribute to all corporate requirements of the Ministry.

Person Specification

In addition to a Bachelor in Medical Imaging Science or equivalent, registered and licenced 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 10 years of technical working experience in general and special radiography with sound knowledge of the all units work processes and protocols.
2. Sound knowledge of medical imaging equipment quality assurance and control.
3. Knowledge of relevant laws and legislations applicable to Radiology safety practices.

Skills and Abilities

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and effectively work within a team environment.
2. Demonstrated ability to analyse and resolve complex problems.
3. Demonstrated supervisory and training skills to be able to effectively train subordinates.
4. Demonstrated ability to promote best use of resources and time to achieve work outcomes.
5. Demonstrated IT and Microsoft office skills to support the department operations.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 23/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Medical Imaging Technology - Urology
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Radiology/CWM Hospital
Reports:	Supervisors (2)

The Position

The purpose of the position is to support Radiological clinical activities for efficient and effective delivery of services aligned with the Ministry plans.

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:

1. Schedules patient appropriately and performs special examinations in accordance with special radiological protocols and guidelines and ensures that they are adhered to.
2. Record and report equipment technical faults, structural defects and consumables to Supervisors for rectification in a timely manner.
3. Collect and submits the units weekly and monthly reports to supervisors.
4. Actively participates in Continuous Professional Development.

Key Performance Indicators

1. All agreed activities under examinations are completed and delivered in a scheduled time.
2. Ensure equipment and machines are operational and safe practices are carried out at all times.
3. Quality reports are provided and outcomes are actioned in a timely manner.

Person Specification

The Person In addition to 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. More than 5 years of technical working experience in general radiography and ultrasound with good knowledge of the units work processes to be able to carry out the organizational activities required of this position.
2. Excellent knowledge and experience of Radiology equipment and Picture Archiving and Communication System along with Radiology Information System.
3. Good knowledge of radiological equipment quality assurance and control.

4. Knowledge of Radiation Health Act and Fiji Society of Medical Imaging Decree 2009.

Skills and Abilities

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
2. Appropriate Microsoft office skills suitable for the role and level to be able to collect and compile data.
3. Demonstrated ability to analyze and resolve complex problems.
4. Demonstrated ability to promote best use of resources and time to achieve work outcomes.

Personal Character & Eligibility

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MOHMS 24/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Systems Analyst
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	3 years
Location:	Headquarters
Unit/Division:	Digital Health
Reports:	Manager IT
Subordinates:	Systems Analyst, Computer Operator

The Position

The incumbent will be responsible for management of all systems and the projects being carried out for strengthening the health information systems in Ministry of Health and Medical Services.

Key Responsibilities

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

1. Provide network and server support and enhancements to existing hardware, define system requirements, priorities, and viable alternatives.
2. Monitor and assist project managers in network & server projects for successful completion.
3. Coordinate with business, development, testing teams and other stakeholders and leverages relevant process and technology proficiency to propose optimal solution(s) options delivering required business capabilities.
4. Perform as a project lead and to direct, assist and liaise with system analysts Service Desk to assist with quality assurance, program logic, data processing and reporting;
5. Workforce management to meet professional expectations of performance including overseeing all aspect of disciplinary process and performance management of ICT unit staff to ensure delivery of quality services/ outcomes.
6. Ensure compliance for networks, servers and service-desk through various methods as defined in ICT compliance policies and provide technical training, guidance, and resource support for end users and departmental staff.
7. Contribute to the IT strategy development and planning process in alignment with the units and Ministries 5 year strategic plan.
8. Research for new technology that can be used to boost the performance of healthcare services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that all server and network projects are completed as planned and ensure at higher system uptime for all application.
2. Effective and timely management and regular monitoring of systems and network to enable continuity, and delivery of quality services.

3. All agreed Human Resource and finance support services, functions and advice are delivered within agreed time frames, and meet specific requirements.
4. Quality reports and secretariat services are provided, and outcomes are actioned in a timely and effective manner.
5. Active participation in the corporate activities of the Ministry as and when required

Person Specification

In addition to postgraduate qualifications (or equivalent) in Computing Science or Information Technology from a recognized institution the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 4–5 years' experience in system applications management and project management
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
3. Experience in applying new technologies to strengthen Information Systems (software development, database administration, server administration).
4. Knowledge in Scheduling work assignments, settings priorities, and directing the work of subordinates.
5. Knowledge in developing, delivering and evaluating training and staff development programs and reporting to management on application of learning outcomes, return on investment and improvements required.

Skills and Abilities

1. Demonstrated ability to effectively manage a team;
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational /corporate environment of the organisation.
4. Analyze, design, program and maintain information systems and peripherals, Systems Development Life Cycle (SDLC).
5. Communicate clearly and concisely, both orally and in writing

Personal Character & Eligibility

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MOHMS 25/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	PATISPlus Developer (Project)
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	3 years
Location:	Headquarters
Unit/Division:	Digital Health
Reports:	Product Manager PATISPlus (Project)
Subordinates:	Nil

The Position

The position will be responsible for ensuring smooth deployment of PATIS Plus and its interfacing applications in terms of proper training delivery and availability.

Key Responsibilities

The position will be responsible for:

1. Conducting, administering and reporting of PATISPlus Trainings at various health facilities, monitor the usage, data entry and competency.
2. Conduct audits for PATIS Plus usage, develop and compile audit reports for analysis.
3. Procure and manage inventory for PATISPlus; consumables including printers, laminating machines and other equipment's.
4. Uploading Data into PATIS Plus upon requests from various users and verifying backups for PATISPlus database.
5. Provide PATIS Plus user and system support while ensuring Free Medicine and ICT availability.
6. Assist in data cleaning and other tasks as assigned by supervisors
7. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.
8. Actively contribute to Ministry requirements including planning budgeting selection activities when required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Planning of PATIS Plus activities including trainings, ward audits, software and hardware availability in health facilities.
2. Ensure smooth deployment of PATIS Plus in all health facilities on Govnet.
3. Ensure efficient training is delivered to all health employees required to work with PATIS Plus and relevant interfacing applications.
4. Quality report and services are provided as and when needed while outcomes are actioned in a timely and effective manner.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to Diploma or equivalent in Computing Science or Information Technology; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. At Least 3 years experience in Information/Applications systems.
2. Experience in delivering information systems administration and training.
3. Experience in Microsoft (MS) Office.
4. Experience in using dash-board tools such as Sequel Server Reporting Services (SSRS).
5. In-depth knowledge of Software Development Life Cycle (SDLC) and experience in writing scripts for data migration & extraction.
6. Experience in working on Servers, Database and Applications.
7. Experience in writing proposals, reports, documentation and project updates.
8. Experience in prioritising work assignments in a resource constrained environment.
9. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Ability to maintain confidentiality of information.
3. Demonstrated innovative skills with attention to detail.
4. Communicate clearly and concisely, both orally and in writing.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction.

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 26/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA B: Base: 83,254.98 + On Call Allowance: 12,488.25 + Environmental Allowance 12,488.25 = F\$108,231.47
Duration:	5 years
Location:	Levuka Hospital
Division:	Eastern Health Services
Reports to:	Divisional Medical Officer – Eastern Health Services
Subordinates:	All staff – Levuka Hospital

Overview of the Unit

Levuka Hospital provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

The Position

The position supports and assists the Divisional Medical Officer Eastern Health Services and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the geographic subdivision, under the responsibility of the Divisional Medical Officer and Chief Medical Advisor.

Key Responsibilities

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

1. Provide leadership and management in the Subdivision to facilitate the implementation of its planned activities by working effectively with the Divisional Medical Officer and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Sub-divisional Hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.

4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance of the DMO.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres 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

In addition to a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Adequate knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from

Specialists.

6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Advance Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Experienced officer who can supervise a Subdivision to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Ability to collaborate with Stakeholders and Health Advocates.
5. A Leader experienced in training, mentoring and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

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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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA C: Base: 83,254.98 + On Call Allowance: 4,162.75 + Environmental Allowance 12,488.25 = F\$99,905.98
Duration:	5 years
Location:	Makoi Health Centre
Division:	Central Health Services
Reports to:	DMO Central Health Services, SDMO Nasinu
Subordinates:	All staff – Makoi Health Centre

Overview of the Unit

Makoi Health Centre provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

The Position

The position supports and assists the Divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the geographic subdivision, under the responsibility of the Divisional Medical Officer and Chief Medical Advisor.

Key Duties

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

1. Provide leadership and management in the Subdivision to facilitate the implementation of its planned activities by working effectively with the Divisional Medical Officer and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Sub-divisional Hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.

3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance of the DMO.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres 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

In addition to a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Adequate knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.

5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from
6. Specialists.
7. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Advance Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Experienced officer who can supervise a Subdivision to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Ability to collaborate with Stakeholders and Health Advocates.
5. A Leader experienced in training, mentoring and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character & Eligibility

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

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RE-ADVERTISEMENTS – FIJI SUN 29 JANUARY 2022

MOHMS 170/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Medical Superintendent
Salary Band:	Band N
Base Salary & Allowance:	MOCA B: Base Salary: 106,857.63 + On Call Allowance: 16,028.64 + Environmental Allowance 16,028.64 = F\$138,914.92
Duration:	5 years
Location:	St. Giles Hospital
Reports to:	Chief Medical Advisor/Consultant, Permanent Secretary
Subordinates:	All staff

Overview of the Hospital

St Giles Hospital is the national referral hospital for specialized mental health services responsible for overseeing promotion, prevention, curative and rehabilitation activities for mental health. It is also a National Training Centre.

The Position

The position is responsible for the overall development and management of Mental Health Services nationally. In addition, the position oversees the general management of all health facilities including the delivery of planned services in the hospital within agreed budgetary parameters compliant with standards of services developed by the Ministry of Health and Medical Services according to values of the Ministry.

Key Responsibilities

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

1. Provide leadership to promote the interest and development of the Mental Health Services through strategic planning, ensuring cohesion of the overall functions of the services by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Lead in reviews, monitor and evaluate activities of Hospital plans to ensure corrective measures are undertaken to provide effective and efficient services.
3. Responsible for provision of expert opinion, medical reports & medico-legal assessments.
4. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
5. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

6. Undertake no more than 20% of clinical responsibilities by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the Hospital/Divisional plans agreed to with PSHMS.
2. Undertake clinical/PH responsibilities in the hospital/Division or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of the hospital plans 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

In addition to relevant postgraduate qualifications in Psychiatry and a Registered Specialist in Psychiatry from respective Institution (Association and/or College) which is recognized by the Fiji Medical Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe Psychiatry practices and Medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in Mental Health.
5. Experience working and managing a hospital with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills and Procedural skills.
2. Is articulate and able to engage at International and National high level meetings/negotiations.
3. Strong Organizational and Administrative Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex problems using an evidence-based approach and offer expert opinion on a range of problems taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant Psychiatrist.

2. Experienced manager who can supervise a hospital to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

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. **The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.** 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 356/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Medical Superintendent
Salary Band:	Band O
Base Salary & Allowance: [MOCA depends on the specialty of the meritorious candidate]	MOCA A: Base Salary: 107,291.10 + On Call Allowance: 26,822.78 + Environmental Allowance 16,093.67 = F\$150,207.54 MOCA B: Base Salary: 107,291.10 + On Call Allowance: 16,093.67 + Environmental Allowance 16,093.67 = F\$139,478.43 MOCA C: Base Salary: 107,291.10 + On Call Allowance: 5,364.56 + Environmental Allowance 16,093.67 = F\$128,749.32
Duration:	5 years
Location:	CWM Hospital,
Reports to:	Chief Medical Advisor Permanent Secretary
Subordinates:	All staff at the Hospital

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral Centre for Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD in the provision of high quality services in the relevant specialized field of Medicine, 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.

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.

5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership that promotes the interest/development of the Hospital plans and the remodeling plans in the current COVID environment.
2. Monitor and evaluate all activities of the hospital plans to provide effective and efficient services compliant with the relevant legislations, policies, regulations, processes.
3. Ensure that the clinical responsibilities in the hospital or on outreach obtained the best possible outcome and maintained client focus
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analysis of data and any recommendations for improvement.

Person Specification

In addition to the following knowledge, experience, skills and abilities, the applicant must have:

A Masters degree in the field of specialty or equivalent qualification **AND** a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in the field of specialty or equivalent qualification **AND** a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant Specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant Specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant in the relevant Specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

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