

RE-ADVERTISEMENTS – FIJI SUN 08 JANUARY 2022

MOHMS 281/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Administrative Officer – Human Resource
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Central Health Services, Tamavua
Duration:	3 years
Unit/Division:	Corporate Services, Central Health Services, Tamavua
Reports to:	Senior Administrative Officer
Subordinates:	Executive Officers, Clerical Officers

The Position

This position reports to the Divisional Medical Officer Central through the Senior Administrative Officer and provide administrative support and human resources functions.

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. Admin/HR – Assist the SAO in the planning and development of the Division's HR budget proposal to ensure that it has the appropriate staff establishment to achieve the organisation's objectives and also to ensure that effectiveness of services is maintained.
2. Ensure all transfers and postings are processed and HQ notified. Monitor terms and condition of service. Provide professional administrative support over a range of functions, including preparing correspondence and reports and undertaking financial and records management functions, as directed.
3. Provide advice and assistance in developing human resource plan.
4. IRD – Facilitate satisfactory standards of conduct and performance, to encourage improvements where appropriate and to ensure that cases of alleged misconduct, unacceptable performance or other acts or omissions considered by the government to warrant consideration of disciplinary action are dealt with consistently and fairly within reasonable timeframe. OHS registration, compliance and training.
5. Training – assists the Learning development unit in ensuring that all learning and workforce development needs are addressed in accordance with the Civil Service Learning and Development Guidelines and the relevant learning and development legislations. Additionally, the post holder conducts in-house training as per training and development plan including induction and on-boarding.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide policy advice and support services on human resources & administrative functions to all staff in compliance with relevant legislations, policies and guidelines in a timely manner.
2. All training and learning development activities are identified and addressed in a timely manner in accordance with relevant legislations, policies and guidelines.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a relevant University qualifications (or equivalent), the following Knowledge, Experience, Skills and Abilities (KESA) are required to successfully undertake the role of Administrative Officer.

Knowledge and Experience

1. Understanding of disciplinary and grievance procedures, and ability to offer counselling and advice to staff on such matters.
2. Understanding of human resources management
3. Experience in the use of computers, office equipment and the Microsoft Office suite of software.
4. Demonstrated experience in preparing, conducting and evaluating training programmes, and identifying workforce needs.
5. Have Good understanding of the Fijian Constitution 2013 and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to work independently, and in a team environment,
2. Proven ability to effectively supervise assigned staff, including allocating and monitoring work, and providing guidance, training and support in administrative processes and systems.
3. Proven ability to provide professional administrative support over a range of functions, including preparing correspondence and reports and undertaking financial and records management functions.
4. Possess excellent interpersonal and communications skills and a very good time management skills.
5. Service oriented approach, with a commitment to supporting the operational / 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.

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.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Administrative Officer – Assets Management
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Central Health Services, Tamavua
Duration:	3 years
Unit/Division:	Corporate Services, Central Health Services, Tamavua
Reports to:	Senior Administrative Officer
Subordinates:	Executive Officer, Clerical Officers

The Position

The position is responsible for the Assets Management Unit (AMU) through administrative work in facilitating submission, coordinating and monitoring of the infrastructure projects; refurbishment and assets management in Central Division.

Key Responsibilities

1. Facilitate and administer the maintenance, refurbishment and management of assets at the division.
2. Coordinate and administer Occupational, Health and Safety issues in the division in consultation with the various Heads of Department and the Ministry of Labour.
3. Provide reports to senior management on the status of assets and maintenance work by the agreed time timeline.
4. Oversee the administration and management of the Transport Unit.
5. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following Indicators:

1. All agreed activities and functions are delivered and achieved within agreed timeframes and compliant with relevant processes, legislation and policies.
2. Transport fleet is managed and coordinated in accordance with Transport Regulations.
3. Reports are provided by the due date and in accordance with reporting standards.
4. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
5. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements
6. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a relevant University qualifications (or equivalent), the following Knowledge, Experience, Skills and Abilities (KESA) are required to successfully undertake the role of Administrative Officer.

Knowledge and Experience

1. At least 3 years' work experience in a similar or related field.
2. Experience in the application of Occupational Health and Safety at the work place.
3. Experience in managing a large fleet of vehicles including the rostering and allocation of duties for drivers
4. An understanding of a procurement process in accordance with 2010 Procurement Regulations and its related legislations.

Skills and Abilities

1. Ability to work within a team to achieve set targets and timelines.
2. Ability to liaise and network within and outside the organisation to improve service delivery.
3. Capacity to utilize basic computer programs to support operations of the health facility
4. Excellent communication skills with an attention for detail and accuracy in report writing.
5. Service oriented with a commitment to supporting the operational and corporate environment of the organisation.

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