

# OPEN ADVERTISEMENTS – FIJI SUN 12 FEBRUARY 2022

## MOHMS 47/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Laundry Hand  |
| <b>Salary Band:</b>   | Band A  |
| <b>Salary Range:</b>  | \$4.60 - \$5.90 per hour                              |
| <b>Duration:</b>      | 3 years   |
| <b>Location:</b>      | As per the needs of the Ministry                      |
| <b>Unit/Division:</b> | Corporate Services                                    |
| <b>Reports:</b>       | Laundry Supervisor/Executive Officer/Clerical Officer |
| <b>Subordinates:</b>  | 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 48/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |                                  |
|-----------------------|----------------------------------|
| <b>Role:</b>          | Kitchen Hand                     |
| <b>Salary Band:</b>   | Band A                           |
| <b>Salary Range:</b>  | \$4.60-\$5.90 per hour           |
| <b>Duration:</b>      | 3 years                          |
| <b>Location:</b>      | As per the needs of the Ministry |
| <b>Unit/Division:</b> | Foodservice Unit                 |
| <b>Reports:</b>       | Dietician / Senior Dietician     |
| <b>Subordinates:</b>  | Nil                              |

### The Position

The position assists with the timely preparation and delivery of hygienic and quality meals to inpatients.

### 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 in the following areas:

1. Maintain the order and cleanliness of the kitchen's facilities up to Food safety and Hygiene standards in cleaning all kitchen surfaces, mop and sweep kitchen floors, put away dishes, pots and pans, organize food, clean out freezers, and remove trash.
2. Ensure the sufficient usage of food supplies and ingredients.
3. Assist line cooks in completing food preparation tasks, from organizing the refrigerator and freezer to chopping vegetables, washing fruit, defrosting meat. They may fully prepare dishes that require little to no cooking, such as salads.
4. Maintain the kitchen in ensuring all appliances and cooking equipment are properly used and maintained.
5. Inventory stock takes of supplies and food, ensuring that the kitchen always has accurate stock of everything.

### Key Performance Indicators

1. Ensure the proper preparation of food as per the required standards of food preparation.
2. Maintain a hygienic work environment by proper cleaning and storage of utensils, equipment's, machine and working tools.
3. Ensure adequate use of all food supplies and ingredients issued for the day in compliance with Food safety and Hygiene guidelines
4. Contribute to the ministry's corporate functions and activities

### **Person Specification**

In addition to the completion of Form Six Education or equivalent and any other relevant Catering qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

#### **Knowledge and Experience**

1. At least a year's experience in catering and foodservice or in a similar work environment
2. All round working knowledge in all areas of foodservice
3. Good knowledge of the standard methods and techniques of safe food preparation
4. Basic knowledge of receptive applicable laws of Fiji.

#### **Skills and Abilities**

1. Ability to assist cook with the preparation of food to cater for special requests.
2. Ability to communicate effectively both verbal and written
3. Ability to work effectively within a team
4. Customer focus approach with commitment to supporting the operational goals of the organization

#### **Personal Character & Eligibility**

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# NEW ADVERTISEMENTS – FIJI SUN 12 FEBRUARY 2022

## MOHMS 49/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Boiler Technician                                 |
| <b>Salary Band:</b>   | Band C  |
| <b>Salary Range:</b>  | \$6.28 - \$8.0 per hour                           |
| <b>Duration:</b>      | 3 years   |
| <b>Location:</b>      | Lautoka Hospital, CWM Hospital                    |
| <b>Unit/Division:</b> | Hospital Services                                 |
| <b>Reports:</b>       | Foreman/Supervisor Higher Grade Hospital Services |
| <b>Subordinates:</b>  | Nil   |

#### The Position

This position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in the Hospital.

#### Key Responsibilities

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

1. Ensure the operations and minor maintenance of the Hospital boiler, compressor, hot water supply, fuel supply and generators are carried out in accordance with standard operating procedures and safety standards
2. Ensure that a maintenance and repair works plan is developed, implemented and reviewed in accordance with recommended specifications and standards in a timely manner.
3. To provide reports on the status and maintenance work required of the boiler, compressor, hot water supply, fuel supply and generators on a weekly basis.
4. Actively contribute to all corporate functions of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Operations and minor maintenance of boiler, compressor, hot water supply and generator are carried out in accordance with standard operating procedures and safety standard within the required time frame.
2. Cleanliness of working environment is maintained.
3. Reports on the maintenance work and upgrades are submitted in accordance with reporting standards within the agreed timeline.
4. Participate in all corporate activities of the Ministry as and when required.

#### Person Specification

In addition to a Trade Certificate in Boiler Operations, Electrical Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

### **Knowledge and Experience**

1. At least five (5) years of experience in the maintenance and operational of boilers, steam vessels and pressure operating vessels.
2. Knowledge of maintenance methods and procedures involved in the operations and maintenance of boiler.
3. Knowledge of Occupational Health & Safety Requirements.
4. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Ability to operate, maintain and monitor high pressure equipment including industrial boilers.
2. Able to work independently and part of a team.
3. Ability to work under pressure and under minimum supervision.
4. Ability to communicate well with others and write reports.
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.

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# MOHMS 50/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Fitter  |
| <b>Salary Band:</b>   | Band D  |
| <b>Salary Range:</b>  | \$7.50 - \$9.61 per hour                          |
| <b>Duration:</b>      | 3 years   |
| <b>Location:</b>      | Lautoka Hospital, CWM Hospital                    |
| <b>Unit/Division:</b> | Hospital Services                                 |
| <b>Reports:</b>       | Foreman/Supervisor Higher Grade Hospital Services |
| <b>Subordinates:</b>  | Nil.  |

### The Position

The position is 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:

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 of 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 boilers, washing machines, dryers and 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 operations.
4. Knowledge in Occupational Health & Safety requirements.

### **Skills and Abilities**

1. Ability to carry out welding, plumbing, repair mechanical plants/equipment, basic electrical works and defects
2. Good communication skills both written & verbal
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 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.

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# MOHMS 51/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Electrician                               |
| <b>Salary Band:</b>   | Band D                                    |
| <b>Salary Range:</b>  | \$7.50 - \$9.61 per hour                  |
| <b>Duration:</b>      | 3 years                                   |
| <b>Location:</b>      | Lautoka Hospital, Eastern Health Services |
| <b>Unit/Division:</b> | Hospital Services                         |
| <b>Reports:</b>       | Foreman/Supervisor Higher Grade           |
| <b>Subordinates:</b>  | Nil                                       |

### The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Electrical works fixtures, equipment's, operation and backup generators in the health facility.

### Key Responsibilities

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

1. Coordinate and facilitate 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. Establish and maintain liaison with administration and professional staff regarding maintenance programs.
4. To ensure preventive maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
5. 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 five (5) years of experience in a similar working environment
2. 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.
4. Understanding of Fijian Constitutions (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Ability to detect, analyze 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. 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 supporting the operational/corporate environment of the organization.

### **Personal Character & Eligibility**

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# MOHMS 52/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |                          |
|-----------------------|--------------------------|
| <b>Role:</b>          | Handyman                 |
| <b>Salary Band:</b>   | Band B                   |
| <b>Salary Range:</b>  | \$5.37 - \$6.89 per hour |
| <b>Duration:</b>      | 3 years                  |
| <b>Location:</b>      | St Giles Hospital        |
| <b>Unit/Division:</b> | Corporate Services       |
| <b>Reports:</b>       | Executive Officer        |
| <b>Subordinates:</b>  | Nil                      |

### The Position

The position is to provide timely maintenance of minor carpentry and plumbing works for the hospital and the Institutional quarters of St Giles Hospital.

### Key Responsibilities

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

1. Ensure that hospital and quarter's maintenance is attended to in a safety and timely manner upon request and according to the job sheet.
2. Attend to emergency issues such as burst pipe/line, blocked toilets etc.
3. Repair minor carpentry works – especially door locks, broken chairs, shelves, gauging
4. Repair of leaking PVC pipes and taps (basic plumbing works)
5. Ensure that all tools under your possession are operated in a proper and safely manner in compliance with OHS regulation.
6. Actively contribute to the Ministries corporate requirements.

### Key Performance Indicators

1. Effective and timely response to maintenance works and emergency requests of carpentry and plumbing works as per job specifications and in accordance with standard procedures and guidelines
2. Tools properly maintained, stored and used in accordance with standard procedures
3. Timely attending to emergency issues such as burst water pipe, overflowing of septic tank, block sink and toilet.
4. Participate in corporate activities of the Ministry as and when required in a timely manner.

### Person Specification

In addition to the completion of Secondary School Education and trade qualification or equivalent, the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

### Knowledge and Experience

1. Possess basic experience in carpentry and plumbing work

2. Experience as a handyman in a similar working environment
3. Basic knowledge of occupational health and Safety at the Workplace
4. Knowledge and experience in the maintenance of carpentry and plumbing tools and equipment.

### **Skills and Abilities**

1. Ability to assess and provide scope of work for task to be undertaken
2. Ability to make accurate estimates of materials for work to be undertaken
3. Ability and skills to carry out the assigned duties
4. Good communication skills
5. Demonstrate ability to effectively work as a team with minimal supervision.

### **Personal Character & Eligibility**

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# MOHMS 53/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Senior Pharmacy Officer   |
| <b>Salary Band:</b>   | Band H  |
| <b>Salary Range:</b>  | \$34,760.30 - \$44,565.50 per annum   |
| <b>Duration:</b>      | 5 years   |
| <b>Location:</b>      | CWM Hospital  |
| <b>Unit/Division:</b> | Pharmacy Department / CWM Hospital  |
| <b>Reports:</b>       | Principal Pharmacy Officer  |
| <b>Subordinates:</b>  | Supervising Pharmacist, Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant |

### The Position

The position is responsible for assisting the Principal Pharmacy Officer in the management, operation and delivery of quality pharmacy service ensuring quality use of medicines and provision of medicine advice to produce optimum health outcomes.

### 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. Allocate duties and supervise the operations of the Outpatients and Inpatients pharmacy services
2. Coordinate hospital specialized services such as Clinical Pharmacy & Oncology, and the dispensing of special category medicines such as anti-retroviral, restricted antibiotics, anti-TB and other restricted medicines
3. Promote rational use of medicine through continuous pharmacy education and awareness to the pharmacy staff and other health care providers
4. Manage the Medicines Information Unit in the hospital including publication and dissemination of medicine information bulletin and patient information leaflets.
5. Coordinate, monitor and assess in-house training of intern pharmacists and pharmacy students
6. Provide secretariat support to the Divisional Medicines & Therapeutics Committee
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

### Key Performance Indicators

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. Medicine information is provided, readily available, and accessible by members of medical staff and the general public
3. Activities of the Divisional Medicines Therapeutics Committee are implemented within the agreed timeframes
4. Assessments for the Internship Program are completed within the agreed timeframes.

## **Person Specification**

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 5 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of inventory management

### **Skills and Abilities**

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Ability to effectively monitor staff performance and conduct reviews
5. Must be self-motivated with a positive and professional approach to supervision and management
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### **Personal Character & Eligibility**

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# MOHMS 54/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Supervisor Dental Technician                |
| <b>Salary Band:</b>   | Band G                                      |
| <b>Salary Range:</b>  | \$28,605.45 -\$38,140.60 per annum          |
| <b>Duration:</b>      | 5 years                                     |
| <b>Location:</b>      | Lautoka Hospital, Ba Mission Hospital (2)   |
| <b>Unit/Division:</b> | Dental Prosthetic Laboratory                |
| <b>Reports:</b>       | Senior Dental Officer - Clinical            |
| <b>Subordinates:</b>  | Dental Technicians, and other dental cadres |

### The Position

The Supervising Dental Technician oversees and ensures that high quality laboratory prosthetic services are delivered in accordance with the Oral Health Business Plan.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Actively manage/monitor and assess staff performance to enable delivery of quality prosthetics services.
2. Plans/ Organize and conducts outreach prosthetic tours (Districts and Maritime)
3. Identify/Propose area of training need/staff development.
4. Manage/Ensure equipment and procurement of adequate supply of prosthetic material/ resources and consumables ensuring timely delivery of service.
5. Monitor and analyse data collection process and review for accuracy on professional level report.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

### Key Performance Indicators

1. Effective and timely management and monitoring of staff performance and attendance to enable Business continuity and delivery of quality service in line with the Oral Health Business Plan.
2. Plan and participate in organization and delivery of prosthetic outreach services in accordance with the Oral Health Business Plan under agreed timeframes.
3. Effective and timely management of maintenance, stores, logistic request and requirements.
4. All reports are submitted within agreed timeframes to ensure quality data analysis and reporting for the betterment of prosthetic and orthodontic services in line with the Oral Health Business Plan.
5. Effective participation to any assigned Ministry activities whenever required.

### **Person Specification**

In addition to Certificate of Dental Technology or equivalent with a valid Annual Practising License registration the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Sound knowledge with relevant legislations and 5 years minimum experience in a similar role
2. Proven knowledge of relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to contemporary dental technology practice.
3. Maintain privacy and confidentiality of all patient or staff information and data.
4. Demonstrate experience in professional level communications (written, oral and interpersonal)

### **Skills and Abilities**

1. Demonstrate ability to lead and accountability for all actions and use approved clinical practice guidelines and evidence - base data in working with dental prosthetics, appliances and providing orthodontic services.
2. Demonstrate technical competence in line with the recognized scope of practice for dental technologist and to meet targets.
3. Demonstrate ability to use high level analysis and solve complex issues and problems in often resource constrained environments and budgets.
4. Demonstrate ability to manage and work effectively and cooperatively and ensure expected standards met

### **Personal Character & Eligibility**

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# MOHMS 55/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |  |
|-----------------------|--|
| <b>Role:</b>          | Supervisor Dietician   |
| <b>Salary Band:</b>   | Band F   |
| <b>Salary Range:</b>  | \$22,528.74 – \$28,883.00 per annum                                      |
| <b>Duration:</b>      | 5 years  |
| <b>Location:</b>      | Sigatoka District Hospital   |
| <b>Unit/Division:</b> | Dietetics Department   |
| <b>Reports:</b>       | Sub Divisional Medical Officer, Senior Dietician Western Health Services |
| <b>Subordinates:</b>  | Dieticians   |

### The Position

The purpose of this position is to supervise dieticians and ensure the implementation of the Dietetics and Nutrition unit plan.

### Key Responsibilities

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

1. Supervise and assist Dieticians and kitchen staff in the implementation of the Plan and other nutrition intervention projects/programs funded by external donors.
2. Management of ration budget allocation, equipment and human resource at sub divisional levels
3. Provide technical assistance and capacity building for health staff and government wage earners
4. Timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Sub divisional Medical Officer and Senior Dietician.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

### Key Performance Indicators

Performance will be measured through the following indicators:

Ensure supervision are provided to all staff at all levels of care and services in accordance with agreed time lines.

1. Provision of technical assistance and capacity building for staff
2. Ensure timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Sub Divisional Medical Officer and Senior Dietician.
3. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities when required.

### **Person Specification**

In addition to Bachelor of Dietetics & Nutrition or similar, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years of work experience in a similar or related field.
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
4. Knowledge of Nutrition and Health policies, procedures and guidelines.

#### **Skills and Abilities**

1. Excellent verbal and Written Communications Skills
2. Ability to analyse and contribute solutions to complex problems, in a resource constrained environment.
3. Training and supervisory skill
4. Computer Literate with at Microsoft Word, Outlook and PowerPoint.
5. Demonstrated ability in supporting the operational / corporate environment of the organization

#### **Personal Character & Eligibility**

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# MOHMS 56/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Intern Pharmacist                               |
| <b>Salary Band:</b>   | Band E  |
| <b>Salary Range:</b>  | \$19, 041,75 - \$24,412.50 per annum            |
| <b>Duration:</b>      | 1 year  |
| <b>Location:</b>      | CWM Hospital, Lautoka Hospital, Labasa Hospital |
| <b>Unit/Division:</b> | Pharmacy/Hospital Services                      |
| <b>Reports:</b>       | Principal Pharmacists (Registered Pharmacist)   |
| <b>Subordinates:</b>  | Nil   |

### The Position

The intern pharmacist position is a 12-month temporary position in which a pharmacy graduate from a Bachelor of Pharmacy course gains the necessary skills and experience, under the guidance and supervision of an approved registered preceptor, to satisfy the requirements for registration as a Pharmacist in Fiji. The position contributes to optimum patient care by undertaking the functions of a pharmacist, within the scope and responsibility of an intern pharmacist, and within the relevant regulatory framework.

### 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. Application of the 7 Competence Standards under the Pharmacy Internship Program
2. Provide courteous, professional & high quality customer counselling on medicines and pharmacy service
3. Verify prescriptions, check for harmful interactions, prepare and dispense medicines under supervision by a registered pharmacist
4. Mix compounds according to a pharmacist's or doctor's instructions
5. Participate in continuous pharmacy education
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. Medicine information is provided, readily available, and accessible by members of medical staff and the general public
3. Successful completion of the Pharmacy Internship Program at the end of the 52 weeks.
4. Effective participation to any assigned Ministry activities whenever required.

## **Person Specification**

In addition to Bachelor of Pharmacy degree or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

### **Knowledge and Experience**

1. Knowledge of legal requirements for registration as a pharmacist in Fiji
2. Good knowledge of pharmacotherapy and the ability to apply this knowledge to practical situations
3. Good understanding of the role of the Hospital Pharmacist and a Community Pharmacist to achieve good healthcare outcomes
4. Knowledge and application of Good Dispensing Practices & Good Pharmaceutical Practices
5. A sound understanding and conscientious application of the Quality Use of Medicines (QUM)

### **Skills and Abilities**

1. Demonstrated ability to work individually and also within a team, to follow instructions and meet agreed timelines
2. Demonstrated ability to support and deliver high quality customer service for medicines and pharmacy services
3. Demonstrate ability to interact with all colleagues in a professional and positive manner to foster good rapport, promote team spirit and ensure two-way communications.
4. 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 57/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |  |
|-----------------------|--|
| <b>Role:</b>          | Assistant Tobacco Control Enforcement Officer - Project  |
| <b>Salary Band:</b>   | Band E   |
| <b>Salary Range:</b>  | \$19,041.75 - \$24,412.50 per annum  |
| <b>Duration:</b>      | 3 years  |
| <b>Location:</b>      | Northern Health Services   |
| <b>Unit/Division:</b> | Environmental Health Unit  |
| <b>Reports:</b>       | Tobacco Control Enforcement Officer/Sub-divisional Health Inspector/Manager Tobacco Control Enforcement Unit |
| <b>Subordinates:</b>  | Nil  |

### The Position

The core function of the Ministry of Health & Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji. The Ministry is committed to improve primary, secondary and tertiary healthcare. The Ministry of Health & Medical Service is obliged to ensure accessible, equitable and affordable health services to all citizens of Fiji without discrimination.

### Key Responsibilities

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

1. Ensure standard operating procedures are followed for all bookings and charging of persons violating the Tobacco Control Act and Regulations;
2. Organize and carry out inspections, investigations and booking of offenders;
3. Work closely with other law enforcement agencies on matters of equal interest including filing and execution of legal documents and obtaining case updates from court registries within the Division and preparation of Witnesses Statements;
4. Appear for formal proof and cross examination in the Magistrates Court;
5. Assist in conducting community awareness programs related to tobacco-free initiatives;
6. Ensure all Tobacco licenses and Registration applications are recorded and facilitated for processing within the agreed time line;
7. Submit reports of enforcement, prosecution and community awareness programs conducted within the Division as required;
8. Provide a high level of customer service to clients and the general public; and
9. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

### Key Performance Indicator

Performance will be measured through the following indicators:

1. Ensure that standard operating procedures for all bookings and charging of persons violating the Tobacco Control Act and Regulations are followed;

2. Ensure all planned and agreed activities in relation to Tobacco enforcement are implemented within the agreed time frame.
3. Ensure all Tobacco licenses and Registration applications are recorded and facilitated for processing within the agreed time line.
4. Ensure that all reports and case files provided to supervisors in a timely manner to the required standard;
5. Conduct community awareness programs related to tobacco-free initiatives are conducted to the required standards and timeline; and
6. Contributions to all corporate requirements of the Ministry, including planning, budgeting and selection activities are actively undertaken as required.

### **Person Specification**

In addition to a Diploma in Environmental Health, Law, or equivalent work experience, in health or legal field the following knowledge, experience, skills and abilities are required to successfully undertake this role. A certificate in prosecution is desirable.

### **Knowledge and Experience**

1. At least 3 years' experience in a legal enforcement, prosecution, or Environmental Health field;
2. Practical working experience in field operations working with communities / conducting community awareness;
3. Experience and Knowledge of prosecution procedures, booking of offenders, court protocols and preparations of court documents.
4. Understanding of the various Laws and relevant legislation related to Tobacco Control Act and regulations and prosecution.
5. Good knowledge of World health Organization Frame work convention on Tobacco control and its impact on population health.

### **Skills and Abilities**

1. Strong oral, written communications and Computer skills to support the operations of a complex organization;
2. Ability to deal with people within the required legislative framework and to present self in court with confidence.
3. Demonstrate ability to present in public settings such as community, schools or villages whilst maintaining confidentiality.
4. Demonstrated ability to work cooperatively within a team, follow instructions, and meet deadlines whilst working in a stressful situations including long hours.
5. Proficient skills and abilities in investigations and prosecution skills.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

### **Personal Character & Eligibility**

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# MOHMS 58/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |                                     |
|-----------------------|-------------------------------------|
| <b>Role:</b>          | Executive Officer                   |
| <b>Salary Band:</b>   | Band E                              |
| <b>Salary Range:</b>  | \$19,041.75 - \$24,412.50 per annum |
| <b>Duration:</b>      | 3 years                             |
| <b>Location:</b>      | Lautoka Hospital                    |
| <b>Unit/Division:</b> | General Services / Lautoka Hospital |
| <b>Reports:</b>       | Administrative Officer              |
| <b>Subordinates:</b>  | Nil                                 |

### The Position

The position is responsible for looking after the maintenance of health facilities and quarters, transport, maintenance and telecommunication repairs and maintenance. It looks after the overall function of the unit and supervises government wage earners at the divisional office.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure all activities with regards to all forms of maintenance are provided in a timely and accurate manner and reports are updated accordingly.
2. Facilitate timely deployment of staff within the General Service unit for maintenance work, oversee the use of vehicles and ensure returns are updated accordingly.
3. Supervise and manage staff performance of subordinates.
4. Address issues concerning the general services operation of the Hospital.
5. Facilitate Board of Survey and provide updates as and when needed.
6. Assist officers for daily operation and address issues concerning mortuary, air condition units, vehicle breakdowns, compressors and generators.
7. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All maintenance work, board of survey and transportation activities are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
3. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participate in Corporate activities of the Ministry.

### **Person Specification**

In addition to relevant tertiary qualification in Human Resource, Management & Public Administration, or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

#### **Knowledge and Experience**

1. Understanding and experience of at least 2 years of human resource management; human resource policies; with some supervisory experience
2. Working knowledge of facilitation of board of survey and experience in monitoring and arranging of maintenance work
3. Experience in working within a team from diverse backgrounds and communicate with people at all levels
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

#### **Skills and Abilities**

1. Demonstrated verbal and written communications and ability to maintain confidentiality
2. Demonstrated ability to manage demanding workload and meet tight deadlines to achieve results
3. Attention to details and high level organisational, analytical and problem solving skills
4. Demonstrated ability in writing reports
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

#### **Personal Character & Eligibility**

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# MOHMS 59/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

|                       |                                     |
|-----------------------|-------------------------------------|
| <b>Role:</b>          | Splint Maker                        |
| <b>Salary Band:</b>   | Band F                              |
| <b>Salary Range:</b>  | \$22,528.74 - \$28,883.00 per annum |
| <b>Duration:</b>      | 3 years                             |
| <b>Location:</b>      | Tamavua Twomey Hospital             |
| <b>Unit/Division:</b> | Prosthetic and Orthotic Department  |
| <b>Reports:</b>       | Orthotists                          |
| <b>Subordinates:</b>  | Assistant Splint Maker (2)          |

### The Position

The position is to manage a professional and fully competent Prosthetic and Orthotic team in areas of fabricating, fitting and clinical repairs in order to provide quality and timely services.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure the timely processing of prosthetic and orthotic services in accordance to Standard Operating Procedures delivered in a timely manner.
2. Actively communicate with internal and external stakeholders across the agency to provide good services delivery; maintain proper records of inventory and provide regular reports to management
3. Actively manage/monitor and assess staff performance to enable business continuity, and the delivery of quality services/functions/outcomes
4. Support Prosthetic and Orthotic Technician in outreach program
5. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed Prosthetic and Orthotic services and advice are delivered within the agreed timeframes meeting specific requirement.
2. All inventory and records are maintained well, quality reports are submitted within agreed timelines and complying to relevant policies and regulations.
3. Effective and timely management and regular monitoring of technical staff as well as performance and attendance to enhance continuity of effective and quality service.
4. Actively contribute in all corporate activities of the Ministry

### Person Specification

In addition to a recognized trade certificate in Carpentry, Joinery and Upholstery and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### **Knowledge and Experience**

1. Understanding and experience of at least 3 years in a similar work environment
2. Experience in the use of computers, office equipment and the Microsoft Office suite of software Knowledge and Experience in preparing reports according to specific standards
3. 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, and to utilize proven organizational skills to determine competing priorities and plan and organize work activities to meet agreed goals and priorities.
2. Ability to handle the administrative duties of position, including completion of required documents and reports
3. Possesses organizational skills, time management, conflict resolution, problem solving and negotiation skills
4. Possess excellent interpersonal and communications skills and a strong customer service orientation.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

### **Personal Character & Eligibility**

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