

# OPEN ADVERTISEMENTS – FIJI SUN 19 FEBRUARY 2022

## MOHMS 62/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Medical Officer
<b>Salary Band:</b>	Band H
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 47,684.02 + On Call Allowance: 11,921.01 + Environmental Allowance 7,152.60 = F\$66,757.63 MOCA B: Base: 47,684.02 + On Call Allowance: 7,152.60 + Environmental Allowance 7,152.60 = F\$61,989.23 MOCA C: Base: 47,684.02 + On Call Allowance: 2,384.20 + Environmental Allowance 7,152.60 = F\$57,220.82
<b>Duration:</b>	5 years
<b>Location:</b>	Generic
<b>Unit/Division:</b>	Hospitals
<b>Reports:</b>	Consultant/HOD, CMO, PMO, SMO
<b>Subordinates:</b>	Other cadres in the Unit

#### Overview of the Unit

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 the 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 Consultant HOD in the provision of high quality services in the relevant Specialised field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

#### Key Responsibilities

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
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. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports under the guidance and directive of the HOD

5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, research activities and some teaching to train 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. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering 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 obtaining an undergraduate medical degree with successfully completed internship and community health service experience, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Knowledge of evidence-based standards of safe practices in general medicine with interest in the relevant Specialized field of Medicine.
2. Aware of, with some knowledge of, medical and government legislation, policies and medico-legal compliance.
3. Aware of the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

### **Skills and Abilities**

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Adequate organizational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Able to assist in organizing professional development activities (conferences, meetings and workshops) and shows responsibility in personal development and learning new skills.

### **Selection Criteria**

1. Clinically competent with adequate experience in general medicine, having demonstrated interest in the relevant Specialized field of Medicine
2. Effective Officer who can contribute in the unit to maintain patient safety and quality of care.
3. Effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train and support 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.

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.

# NEW ADVERTISEMENTS – FIJI SUN 19 FEBRUARY 2022

## MOHMS 60/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Consultant
<b>Salary Band:</b>	Band M
<b>Base Salary &amp; Allowances:</b>	MOCA B: Base: 103,445.90 + On Call Allowance: 15,516.88 + Environmental Allowance 15,516.88 = F\$134,479.67
<b>Duration:</b>	5 years
<b>Location:</b>	Radiology Unit
<b>Unit/Division:</b>	CWM Hospital, Lautoka Hospital and Labasa Hospital
<b>Reports:</b>	Medical Superintendents
<b>Subordinates:</b>	Chief Medical Officers

#### 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, HOD Radiology supports and assists the Medical Superintendent in the provision of high quality services in the field of Radiology, 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 to promote the interest and development of the unit according to the plans agreed to with MS.
2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit 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 the following knowledge, experience, skills and abilities, the applicant must have: A Masters degree in Radiology or equivalent qualification AND a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in Radiology 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 field of Radiology 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**

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 61/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Chief Medical Officer
<b>Salary Band:</b>	Band L
<b>Base Salary &amp; Allowances:</b>	MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50
<b>Duration:</b>	5 years
<b>Location:</b>	Orthopaedics Unit
<b>Unit/Division:</b>	CWM Hospital
<b>Reports:</b>	HOD/Consultant or Consultant or Medical Superintendent
<b>Subordinates:</b>	Principal Medical Officers within the Unit

### Overview of the Unit

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 the 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 Consultant HOD in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility either 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 assistance or leadership and management 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 the HOD and adheres towards a positive collegiate relationship.
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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
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 assistance to promote the interest and development of the Unit using the plans agreed to by the MS and HOD for clinical specialty.
2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit 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 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; **OR** If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist 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 and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, 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 and Public Health Skills including Procedural skills.
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 analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some 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 and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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 & 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 63/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Physiotherapist
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Physiotherapy
<b>Reports:</b>	Superintendent Physiotherapist
<b>Subordinates:</b>	Physiotherapists

### The Position

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

### Key Responsibilities

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

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

### Key Performance Indicators

Performance will be measured through the following indicators:

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

## **Person Specification**

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

### **Knowledge and Experience**

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

### **Skills and Abilities**

1. Ability to give technical and clinical advice to customers and stakeholders on physiotherapy issues.
2. Strong communication skills and the ability to effectively consult with others to develop sound plans, internal policies and procedures.
3. Excellent analytical and problem solving skills with an attention for detail
4. Capacity to utilise computer programs to support the operations of a complex organisation.
5. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the 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 64/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Dental Therapist
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duration:</b>	Labasa Health Centre
<b>Location:</b>	5 years
<b>Unit/Division:</b>	Dental Department
<b>Reports:</b>	Dental Officer, Principal Medical Officer
<b>Subordinates:</b>	Dental Hygienist (clinical)

### The Position

The position is to provide Oral Health care services to patients in the clinic, special schools, Prisons, Senior Citizen Home and communities. The incumbent is expected to perform Preventive, Conservative and Curative services as per Dental Therapist scope of Practice.

### Key Responsibilities

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

1. The position will achieve its purpose through the following responsibilities:
2. To provide clinical dental assessment, diagnosis and provide treatments to patients needing preventive, conservative and curative care and may refer oral pathology and complex surgical cases to the Oral Surgery Department as per clinical practice and infection control guidelines;
3. Work as an effective and professional member of the oral health team.
4. Prepare and deliver Oral Health Promotion Community outreach programs in special institutions, schools and the general community.
5. Participate in monitoring and evaluation activities of all oral health programs implemented.
6. Participate in collection and reporting of Monthly data reports.
7. Actively participate in the corporate activities of the Ministry.

### Key Performance Indicators

1. Clinical and Outreach Programs Targets are achieved as per the Oral Health Business Plan and in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Specific oral health programs are delivered (including oral examination, education, prevention and treatment provided to Antenatal Clinics, Maternal Child Health Clinics, Schools, Prisons, and Special Needs patients) as per CWM oral health business plan;
3. Satisfactory outcomes achieved across a range of measures including: biannual clinical audit of oral health services; Patient satisfaction survey;
4. Maintain clinic and resources stores (equipment, materials and consumables) to agreed standard to provide expected services (check stores weekly and submit request monthly).

5. Provide relevant and timely submission of data and reports on the type and number of standard and specialised services provided to monitor demand and service output (from the dental clinic and outreach/community, schools, prisons or specialist health clinics).
6. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to a Diploma of Dental Therapy or Bachelor in Oral Health or equivalent, registered with the Fiji Dental Council and holds a valid Annual License, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### **Knowledge and Experience**

1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Practitioner.
2. A minimum qualification of Certificate/ Diploma of Dental Therapy (essential), or Bachelor in Oral Health or equivalent from a recognised Institution (becoming industry standard).
3. Post graduate qualification in relevant field such as public health (desirable)
4. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
5. Familiar with relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
6. Maintain privacy and confidentiality of all patient or staff information and data.
7. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

### **Skills and Abilities**

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental therapy services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental therapists and effective capacity to carry out oral health promotion activities and programs.
3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
5. Ability to identify and refer any Risk Management Issues;
6. Customer focused approach with commitment to supporting the operational goals of the organization.

### **Personal Character & Eligibility**

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

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# MOHMS 65/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Manager Blood - Project
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duration:</b>	CWM Hospital
<b>Location:</b>	3 years
<b>Unit/Division:</b>	Blood Service Unit/ Central
<b>Reports:</b>	Laboratory Superintendent/ National Manager Ambulance & Blood Services
<b>Subordinates:</b>	Blood Assistant, Blood Service Nurse and Phlebotomists

### The Position

The position contributes to planning, organising, delivery and monitoring of the effectiveness of the provision of Blood services in support of the Ministry of Health & Medical Services plan.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Organise recruitment plan in order to minimise blood shortages through organised blood drives.
2. Plan and organise awareness in regards to blood donation.
3. Collate all blood donor recruitment data for the monitoring of service achievement and submission to Senior Ministry of Health & Medical in the Hospital Services.
4. Organise meetings with internal and external partners in the division in regards to blood donor recruitment program.
5. Organise training to Ministry of Health & Medical Services staff and blood drive organisers focusing on developments of blood safety.
6. Responsible for the formulation of standard operating procedures for the unit
7. Responsible for the safe management of all blood donation equipment and transport.
8. Actively participate in the corporate activities of the Ministry.

### Key Performance Indicator

Performance will be measured through the following indicators:

1. All Blood Service plans are developed, approved and implemented and reported within the agreed timeframes.
2. Ability to organise and achieve blood donor recruitment target and other related activities.
3. Complete compliance with relevant blood donation policies, laboratory policies and SOP requirements within the department.

4. Effective and timely management and regular monitoring of staff performance and attendance to enable service continuity, and delivery of quality laboratory services.
5. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to a Diploma qualification in Human Resources, Management or Public Administration, Industrial Relations or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

#### **Knowledge and Experience**

1. Advance computer literacy, in particular use of Microsoft Applications.
2. Knowledge and Experience in preparing reports according to specific standards
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the National Blood Policy, Fijian Constitution (2013) and other relevant laws of Fiji.

#### **Skills and Abilities**

1. Demonstrated ability to work and lead a team effectively.
2. Very good time management skills.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment
6. 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 66/2022



## 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>	Labasa Hospital
<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 Hospital.

### 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.
5. 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**

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 67/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Recorder
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Administration/CWM Hospital
<b>Reports:</b>	Executive Officer
<b>Subordinates:</b>	None

### The Position

The position is responsible for maintaining, organizing and effectively providing medical records for patient's at all times to all clients.

### Key Responsibilities

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

1. Receiving and registering of all cases and referral from other health facilities, public and private into the system (PATIS)
2. Creating of new folders for new patients.
3. Creating appointments in PATIS (Patient Information System)
4. Retrieving, Sorting, Culling and Filing of patient's medical folders for services using terminal digit filing system.
5. Collect discharged patients medical folders from the wards
6. Coding of patient folders
7. Data entry of patient information into computerized patient information systems
8. Ensure timely communication of information.
9. Collaborate with all staff and promote excellent patient service
10. Monitor flow of folders and fast track medical records folders
11. Organize and review data for accuracy and completeness

### 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. All activities are effectively organized in a timely manner to ensure progress of service delivery.
2. All patient folders are managed and maintained in compliant with Medical Records keeping and procedures.
3. Effective distribution of patient folders and medical records in complaint with procedures and regulations.

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 or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Experience in a similar work environment
2. Knowledge of basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

### **Skills and Abilities**

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service-oriented approach to service delivery, with 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 68/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Plumber
<b>Salary Band:</b>	Band D
<b>Salary Range:</b>	\$7.50 - \$9.61 per hour
<b>Duration:</b>	1 year
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Corporate Services
<b>Reports:</b>	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 Plumbing works at CWM Hospital.

### 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. Maintain repair works for all plumbing related works.
2. Establish and maintain liaison with administration and professional staff regarding plumbing maintenance programs.
3. Plan and organize time, cost 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.
4. Maintain the workshop upkeep and proper storage of plumbing materials
5. To ensure preventive plumbing maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
6. Train and supervision of Trade Assistant and Trainees.
7. Actively contribute to all cooperate requirements of the Ministry where required.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All assigned duties completed on time, align to the required budget and to accepted standards
2. Timely and accurate submission of plans and reports
3. Full compliance to OHS requirements and policy

### Person Specification

In addition to a Trade Certificate qualification in Plumbing or equivalent and the following Knowledge, Experience, Skills and Abilities to successfully undertake the role

### **Knowledge and Experience**

1. 3years experience in the similar role.
2. Knowledge of working with tools for plumbing and experience with materials needed for maintenance, repairs and installation
3. Knowledge of Occupational Health & Safety
4. Knowledge of proper maintenance of working area and safety protocol

### **Skills and Abilities**

1. Ability to meet deadlines within a timeframe
2. Ability to communicate effectively both verbal & written and work within a team.
3. Demonstrated ability to plan, organize plumbing work schedule effectively
4. Identifies and utilizes resources effectively and responsibly.
5. Takes a problem-solving approach when faced with challenging or difficult situations

### **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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