

# OPEN ADVERTISEMENTS – FIJI SUN 5 FEBRUARY 2022

## MOHMS 28/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Clerical Officer Human Resource
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	As per the needs of the Ministry
<b>Unit/Division:</b>	Human Resources - Administration
<b>Reports:</b>	Executive Officer / Administrative Officer
<b>Subordinates:</b>	Nil

#### The Position

To ensure all Human Resource support functions with regard to recruitment and selection and other areas of human resources management are provided in a timely manner

#### Key Responsibilities

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

1. Provide Human Resource support functions and advice in accordance to relevant guidelines and procedures within the agreed timeframes.
2. Assist with compiling and submitting Human Resource reports in a timely manner.
3. Provide Human Resources assistance to the other units in the department.
4. Actively contribute to all corporate functions of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All Human Resource support functions with regard to Staff Establishment Management, Recruitment and Selection is provided in a timely manner in accordance with relevant legislations, policies and guidelines.
2. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
3. Participation in Corporate activities as and when required.

#### Person Specification

In addition to a Form 7 Pass or equivalent, the officer must have the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. An understanding of human resources practices at the work place with some experience is desirable.
2. Experience in the use of Microsoft applications in particular MS Word and MS Excel
3. An understanding of the Constitution of Fiji, the Employment Relations Act and all applicable work related regulations

### **Skills and Abilities**

1. Good Time management skills and to meet tight deadlines
2. Ability to work within a team and contribute to the success of the team
3. Good communication skills, both written and verbal with an attention for detail when writing reports.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character & Eligibility**

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.



**Ministry of Health & Medical Services**  
**Role Description**

**Corporate Information**

<b>Role:</b>	Clerical Officer Human Resource
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	As per the needs of the Ministry
<b>Unit/Division:</b>	Accounts Department
<b>Reports:</b>	Executive Officer / Administrative Officer
<b>Subordinates:</b>	Nil

**The Position**

The primary role of the post is to generate & maintain record of commitment and expenditure reports, posting of monthly journal vouchers into Financial Management Information System, processing of per diem vouchers for payments and monitoring of online bank statement for Head Quarters Drawings account.

**Key Responsibilities**

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

1. Ensure the timely processing of payment vouchers in accordance with financial regulations in a timely manner.
2. Regularly update general ledger and ensure posting are accurate.
3. Conduct reconciliation of Drawing Account on a regular basis.
4. Participate in the corporate activities of the Ministry

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Efficient and timely processing of payments in accordance with Finance regulations
2. Timely and correct posting of journals
3. Reports submitted in accordance with reporting standards by the due date
4. Active participation in the corporate activities of the Ministry as and when required.

**Person Specification**

In addition to the completion of Secondary School Education level or equivalent, the following, Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Proven experience in similar work environment
2. Practical, working knowledge of an accounting information system
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

**Skills and Abilities**

1. Demonstrated ability to plan, organize work schedule effectively;
2. Ability to communicate effectively and work within a team in order to meet strict deadlines.
3. Good analytical skills with an attention for detail and accuracy of data.
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.



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer General Services and Asset Management
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	As per the needs of the Ministry
<b>Unit/Division:</b>	Human Resources - Administration
<b>Reports:</b>	Executive Officer / Administrative Officer
<b>Subordinates:</b>	Nil / Government Wage Earners

### The Position

The position is responsible for the implementation of all Financial, General Services and Human Resources issues within the subdivision.

### Key Responsibilities:

The position will achieve its purpose through the following:

1. Provide Human Resource and Finance Support and advice to the subdivision
2. Ensure that support staffs perform all delegated tasks and are met within the given timeframe.
3. Monitor all HR and Admin issues within the Sub Divisions.
  - Updating Personal Files according to their leave,
  - Submit Absence and Late Arrival returns for the Sub Divisions
  - Updating of Monthly reports on Quarters, Vehicle, License Books, Establishment/ GWE Returns.
  - Entering of Timesheets of GWE's & Overtime of Staffs.
4. Ensure the availability of fuels, stores stationeries and rations are in stock.
5. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on Invoices for payments and submitting of unpaid LPO returns
6. Updating of Commitment & Expenditure Ledgers and process payments for bills (Telecom/ FEA/ Water/ Local Suppliers/ Fuel) and any other services provided in the Sub Division.
7. Prepare Bank Lodgment & daily entering of Cash Analysis daily for timely submission to HQ, issuing of Requisition upon request.
8. Actively contribute to the ministry's corporate functions and activities.

### Key Performance Indicators:

Performance will be measured through the following:

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements
3. All relevant Health facilities in the subdivision are compliant with the Health and Safety at Work Act and its related regulations and policies.
4. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.
5. Active participation in the corporate activities of the Ministry as and when required.

## **Person Specification**

In addition to a Form 7 Pass or equivalent, the officer must have the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 2 years' experience in the similar field or equivalent
2. Proficient in the use of Microsoft applications such as MS Word and MS Excel
3. Have sound knowledge of filing systems, information management;
4. Understanding of the Fijian Constitution (2013) and relevant policies, legislations, regulations and applicable laws of Fiji.

### **Skills and Abilities**

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and to follow instructions and meet targets and timelines;
3. Demonstrated ability to communicate effectively with good listening skills;
4. Ability to analyses situation and act accordingly to provide best practical outcome;
5. Ability to maintain confidentiality and neutrality, in a sensitive environment;
6. Demonstrate ability and efficiency to achieve customer expectations.

### **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.



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Labourer
<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>	Clerical Officer/ Executive Officer
<b>Subordinates:</b>	Nil

### The Position

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

### Key Responsibilities

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

### Key Performance Indicators

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

### Person Specification

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

### Knowledge and Experience

1. Experience in a similar work environment
2. Basic knowledge of Occupational Health & Safety
3. Knowledge of proper handling and use of working materials [tools]
4. Possesses basic carpentry, plumbing and gardening work experience

### Skills and Abilities

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

**Personal Character & Eligibility**

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.





## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Cleaner
<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>	Clerical Officer / Executive Officer
<b>Subordinates:</b>	Nil

### The Position

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

### Key Responsibilities

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

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

### Key Performance Indicators

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

### Person Specification

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

### Knowledge and Experience

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

**Skills and Abilities**

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

**Personal Character & Eligibility**

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.



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Driver
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 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>	Clerical Officer / Executive Officer
<b>Subordinates:</b>	Nil

### The Position

The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

### Key Responsibilities

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

1. Transport officials in a safe, timely and effective manner whilst on official duty.
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are submitted on a timely manner.
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations.
5. Abide by all road rules and requirements under the transport policy
6. Actively contribute to all corporate requirements of the Ministry

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Passengers reach respective destinations safely and with comfort within agreed time of travel.
2. Daily submission of vehicle records such as running sheets, maintenance, fuel and other reports when necessary.
3. Maintenance and daily cleanliness of vehicle ensuring excellent working condition
4. Participate in all corporate functions as and when required

### Person Specification

In addition to the minimum completion of Form 6/7 Secondary School qualification or higher, minimum 5 years driving on a full valid driving license with necessary classifications, a valid Defensive Driving Certificate and a copy of license history with LTA. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. Minimum 5 Years' Experience in a similar work environment
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Minimum 5 years driving experience on a full valid license class 2 to 6.

5. Understanding of Land Transport Authority regulation for Drivers and Vehicles and other applicable transportation laws of Fiji;

### **Skills and Abilities**

1. Ability to drive safely and in accordance to relevant rules and regulations
2. Ability to drive various class of vehicles including manual and automatic.
3. Good communication skills both verbal and written
4. Ability to work effectively with a team
5. Ability to plan and manage daily work effectively
6. Ability to travel on official duties to all the health facilities in Fiji.
7. Good customer service skills with a service-oriented approach and commitment to supporting the operational and 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.



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Ward Assistant
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	As per the needs of the Ministry
<b>Unit/Division:</b>	Nursing
<b>Reports:</b>	Team Leader/Executive Officer/Clerical Officer
<b>Subordinates:</b>	Nil

### The Position

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

### Key Responsibilities

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

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

### Key Performance Indicators

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Participate in all corporate functions as and when required

### Person Specification

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

### Knowledge and Experience

1. Work experience in a similar environment providing patient care to the sick or aged.
2. Good understanding of basic life support in times of emergencies
3. Experience in basic housekeeping duties
4. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

**Skills and Abilities**

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

**Personal Character & Eligibility**

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 35/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Technical Officer Higher Grade – Lab
<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>	Labasa Hospital
<b>Unit/Division:</b>	Pathology Laboratory
<b>Reports:</b>	Supervising Laboratory Technician
<b>Subordinates:</b>	Laboratory Technician, Laboratory Assistant, Phlebotomist

#### The Position

The purpose of this position is for efficient and effective management and deliverance of timely Laboratory test results that support the Fiji Health System and Ministry objectives.

#### Key Responsibilities

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

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Laboratory Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.
8. Actively contribute to all corporate functions of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Quality results and Laboratory services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
5. Active participation in the corporate activities of the Ministry as and when required.

## **Person Specification**

In addition to a Bachelor in Medical Laboratory Science (or equivalent), the knowledge, Experience, Skills and Abilities required to successfully undertake this role;

### **Knowledge and Experience**

1. Vast work experience in a Medical Laboratory with similar work experience in Microbiology technical work;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

### **Skills and Abilities**

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting turnaround Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **Personal Character & Eligibility**

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.





## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Phlebotomist
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Pathology Laboratory
<b>Reports:</b>	Senior Technical Officer (Laboratory), Laboratory Superintendent
<b>Subordinates:</b>	Nil

### The Position

The purpose of this position is to provide support for blood collection, handling, and distribution of laboratory samples and registration of samples in the Laboratory Information System (LIS) that contributes to delivery of accurate, reliable results within a short turnaround time. This position is also required to accompany Blood Donor Services for mobile and home to home blood drives.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure patient/blood donor comfort and confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health & Medical Services (MOHMS).
2. Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP and registration into Laboratory Information System (LIS), liaise with relevant Laboratory sections and disseminate updated information to patients/customers.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned specific duties in other sections is achieved.
4. Contribute to training, supervision and assessment of new recruits and students
5. Ensure proper handling of samples and registration of sample and test requests into the LIS within the expected turnaround time.
6. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Demonstrate positive communication in all interactions with staff and patients and provide daily Customer Service questionnaire to clients to assess the services provided.
2. Daily cleaning of work areas and filling of the cleaning work sheets.
3. Ensure updated stock take and ordering of consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).

4. Fortnightly attendance or presentation in the Laboratory Scientific Session; assisting in monthly assessment of students or new recruits
5. Daily usage of Sample Acceptance Criteria and registration of samples in the LIS. Ensuring samples are delivered to various Sections of the laboratory every 20 minutes.
6. Participate in the corporate activities of the Ministry as and when required.

### **Person Specification**

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

### **Knowledge and Experience**

1. Sound understanding of phlebotomy practices, processes and procedures
2. Identify and manage resources assigned to a Phlebotomist in a proper manner
3. Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.

### **Skills and Abilities**

1. Demonstrated ability to effectively work within a team;
2. Good communication skills both written & verbal
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Service oriented approach, 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.



**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>	Nausori Health Centre
<b>Unit/Division:</b>	Dietetics Department / Central
<b>Reports:</b>	Sub Divisional Medical Officers
<b>Subordinates:</b>	Dieticians

**The Position**

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 duties:

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. Manage budget allocation for food ration, equipment and human resource at sub divisional levels
3. Provide technical assistance and capacity building for staff
4. Submit reports such as 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:

1. Staff performance and achievement of individual KPIs is monitored and assessed in accordance with relevant procedures and guidelines by agreed time lines.
2. Technical assistance and capacity building is provided in a timely manner.
3. Reports that include Ration Return, Consolidated Monthly Reports and Business plan matrix indicator are provided to the Sub divisional Medical Officer and Senior Dietician by the due date;
4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

**Person Specification**

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

**Knowledge and Experience**

1. At least 6 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. Proven experience in supervising food service operations including food preparation, sanitation, and procurement, and menu planning.

4. Knowledge of government legislation, nutrition and health policies, procedures and guidelines.

### **Skills and Abilities**

1. Proven ability to supervise a small group of people and ensure targets are achieved.
2. Excellent verbal and written communications skills with an attention for detail when reporting
3. Proven ability to develop, implement, monitor and review menus, dietary plans of food service operations, including food preparation,
4. Computer Literate with at Microsoft Word, Outlook and PowerPoint.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation

### **Personal Character & Eligibility**

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.



## Ministry of Health & Medical Services

### Role Description

#### Corporate Information

<b>Role:</b>	Supervising Pharmacy Technician
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duration:</b>	Labasa Hospital (1), Vunisea Hospital (1), CWM Hospital (2)
<b>Location:</b>	Northern / Eastern / Central
<b>Unit/Division:</b>	5 years
<b>Reports:</b>	Senior Pharmacist
<b>Subordinates:</b>	Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

#### The Position

The position is responsible for the management & operation of different units within the pharmacy department and ensures the effective and efficient delivery of high quality & progressive pharmacy service and medicine advice to produce optimum patient outcomes.

#### Key Responsibilities

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

1. Manage and supervise the processes of Inpatient Dispensing, Outpatient Dispensing, Extemporaneous Manufacturing and Clinical Pharmacy ensuring adherence to Good Pharmacy Practice Guidelines
2. Oversee and be responsible for the management of medicine stock including stock take, ordering,
3. Stock rotation, stock replenishment and distribution
4. Monitor unit personnel performance and ensuring staff are performing and achieve agreed outcomes
5. Prepare and submit unit reports
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human
7. 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. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.
5. Active participation in the corporate activities of the Ministry as and when required.

#### 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 4 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 basic 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. 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 39/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Pharmacy Assistant
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Valelevu Health Centre, Nakasi Health Centre, Vunisea Hospital
<b>Unit/Division:</b>	Pharmacy Department
<b>Reports:</b>	Senior/Supervising Pharmacy Technician
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for assisting the Senior Pharmacy Technician in the delivery of pharmacy service to Outpatients and Inpatients including medicine ordering, storage & distribution.

### 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. Preparation of the dispensary ensuring cleanliness and adherence to Good Pharmacy Practice standards & Good Storage conditions to maintain quality of medicines
2. Replenishment of medicine stock from the Bulk Store to the dispensary
3. Pre-packing, labelling and maintaining a record of pre-packed medicines for the dispensary
4. Distribution of medicines & supplies to the clinics
5. Collection of data for workload analysis
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and 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. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

### Person Specification

In addition to a pass in the Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognized institution or equivalent; the following knowledge, experience, skills and abilities are required to successfully undertake this role.

### **Knowledge and Experience**

1. 3-6 months of experience in a pharmacy set-up or demonstrate ability to acquire the skill quickly on the job
2. Have some knowledge or understanding of Basic inventory management skills

### **Skills and Abilities**

1. Demonstrated ability to effectively work within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Good computer skills
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.





## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Sub Divisional Manager Nursing
<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>	Rakiraki Health Centre, Levuka Health Centre, Nabouwalu Hospital
<b>Unit/Division:</b>	Nursing Division
<b>Reports:</b>	Sub Divisional Medical Officer
<b>Subordinates:</b>	Team Leader Public Health / Community Health Nurses /Peer Educators/ Community Health Workers

### The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Participate in the development of Sub-divisional Business Plan and develop a Sub-divisional Nursing Business Plan.
2. Work in collaboration with Sub Divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standards of practice.
3. Coordinate and assist with In Service Training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
4. Support and oversee/Supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationeries and stores in all health facilities.
5. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all Nurses and community Health Workers and collate, compile, and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-divisional medical Officer and the Director of Nursing.
6. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### Key Performance Indicators

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
2. All community nursing plans are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.

3. Quality public health reports including community Health worker reports are provided, and outcomes are actioned in a timely and effective manner.
4. Sufficient stock of items ensured at all times and minimal stock outs of all items (drugs, vaccines and consumables) experienced at the sub-divisional level.

### **Person Specification**

A Degree in Nursing with Midwifery certificate or equivalent and a valid practicing license from the Fiji Nursing Council. The position holder must have at least 5 years of public health nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
3. Knowledge and understanding of the primary health care and health promotion concepts.
4. Certified in IMCI/ Blue Book /NCD Toolkit Trained/ inventory Management Trained/ Pap smear trained / Mental Health Gap/ TB Trained/ Family Health Trained/ EPI trained

### **Skills and Abilities**

1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilize computer programs to support the operations of the sub-division.
3. Good communication (Written & Spoken) and presentation skills including the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
4. Ability to coach, mentor and advise the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and 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.



## Ministry of Health & Medical Services

### Role Description

#### Corporate Information

<b>Role:</b>	Team Leader Public Health
<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>	Waiyevo Health Centre, Rabi Health Centre
<b>Unit/Division:</b>	Nursing Department
<b>Reports:</b>	Sub Divisional Nursing Manager
<b>Subordinates:</b>	Registered Nurses

#### The Position

The position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health and Medical Services.

#### Key Responsibilities

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

1. Lead the process to develop, support, implement, monitor and evaluate the nursing business plans to ensure public health nursing services are provided to meet expected targets, the mission and vision of the Division and Ministry of Health & Medical Services.
2. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
3. Supervise, monitor and evaluate the planning, coordination of team activities and management of team member's performances.
4. Organize staff development, deployment and maintain proper recording and reporting system.
5. Promote and maintain an effective and efficient management of drugs, vaccine, equipment and stores.
6. Collaborate with community stakeholders and facilitate outreach programs and support the implementation of health promoting activities.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Quality public health nursing services are provided as per Division and Ministry's strategic plans and all required reports are submitted with agreed times frames and in accordance with the standard reporting requirements
2. Effective management of team member's performances and attendance to enable business continuity and delivery of quality service.
3. Equipment's, drugs, vaccines, stores and infrastructure are effectively managed and maintained in accordance to relevant framework.
4. Required coverage of Immunization is met through effective and efficient EPI program (Expanded immunization Program with regards to availability and accessibility of safe and potent vaccines) and effective participation in assigned Ministry's activities whenever required.

## **Person Specification**

In addition to a Degree in Nursing/Degree in Nursing in public health or equivalent, registered with a valid annual practicing License with the Fiji Nursing Council, the following knowledge, Experience, skills and abilities are required for the successful performance of the role of the position.

### **Knowledge and Experience**

1. Five (5) years of Public health nursing experiences with advanced nursing assessment skills with the following list of training: IMCII Foot Assessment/ PLSI Blue Book! NCD Toolkit Trained / inventory Management Trained! Pap smear / MH Gap! TB Trained/ Family Health Trained EPI
2. Knowledge of primary health care and health promotion concepts
3. Experience in nursing core competencies in the clinic and Community Health related
4. activities
5. Understanding of need for staff development via training and approaches to effective staff management
6. Experience in supervisory role in a nursing environment or similar
7. Understanding the Nursing Decree 2011 in conjunction with the Fijian constitution 2013.

### **Skills and Abilities**

1. Effective nursing development core competencies skills, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
4. Supervisory, Counselling and coaching skills
5. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the MOH & MS organization.
6. Demonstrated ability to maintain confidentiality within and outside the organization.
7. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.

### **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.



## Ministry of Health & Medical Services

### Role Description

#### Corporate Information

<b>Role:</b>	Assistant Statistician
<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>	Health Headquarters, Dinem House
<b>Unit/Division:</b>	Health Information Unit
<b>Reports:</b>	Senior Statistician
<b>Subordinates:</b>	Statistical Officer (Hospital) & Statistical Officer (Mortality), Statistical Officer (NCD)

#### The Position

The Assistant Statistician (Hospital) administers the day to day management of morbidity, mortality and NCD data collection systems. The Assistant Statistician (Hospital) directly reports to the Statistician and provide leadership and mentoring to subordinates. Provision of training on Health Information System (HIS) is the key role of this position.

#### 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. Supervise and monitor the compliance, quality and timeliness of Hospital, Mortality and NCD data collection systems and strengthen data quality
2. Follow up on default medical areas on the late submission
3. Assist in delivering training on the relevant data collection system to subordinates, divisions and nationally and on coding not limited to ICD 0, ICD 10 and ICD 10AM
4. Assist coding of all manual discharge data using the appropriate classification system
5. Compile and provide reliable and comprehensive health information, statistics and key reports to health personnel in a timely manner.
6. Assist the Statistician, Senior Statistician, National Health Information Officer, Head of Research, Innovation, Data Analysis and Management division in communication with the respective HODs and health facilities.
7. Assist in the co-ordination of quality assurance program for the Medical Record Department with appropriate stakeholders.
8. Assist the review of policies and procedures affecting the collection of patient information and Medical Records Services.
9. Assisting staffs in conducting Supervisory visits to all health facilities and assist in providing appropriate reports.
10. Provide mentorship to all subordinates and peers ensuring a sustainable and well -functioning health information unit.
11. Actively contribute in all corporate activities of the Ministry

#### Key Performance Indicators

Performance will be measured through the following indicators

1. Effective and timely assessment of all data collected and analyzed at the Health Information Unit
2. To monitor and evaluate morbidity & mortality coding and cause of death training
3. Ensuring improvements in quality assurance and timely access to health information
4. Effective and timely submission of weekly, monthly, quarterly and annual reports within agreed timeframes to Supervisors
5. Actively contribute in all corporate activities of the Ministry

### **Person Specification**

In addition to having an undergraduate qualification in either Population Studies or Health Information Systems or Statistics from University level or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 3-5 years experiences in a similar field and able to analyze, interpret and present reports
2. Sound knowledge of Medical Records management, Medical Terminology and Information Technology System (not limited to PATISplus, IRIS, CMRIS, ACBA, ICD-10AM, ICD 10,)
3. Understanding the relevant legislation and authorities governing Health and Health Information Systems.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

### **Skills and Abilities**

1. Capacity to utilize computer programs to support the operation of the morbidity, mortality and Non Communicable Disease information systems
2. Demonstrated organizational skills to assist senior staff and co-ordinate subordinates to meet tight deadlines
3. Demonstrated ability to work cooperatively and effectively within a team environment
4. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
5. Effective training development, delivery and evaluation skills.
6. 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.



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Statistical Officer - Hospital
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Health Headquarters, Dinem House
<b>Unit/Division:</b>	Health Information Unit
<b>Reports:</b>	Senior Statistician
<b>Subordinates:</b>	Nil

### The Position

The Statistical Officer (Hospital) is responsible to the Assistant Statistician (Hospital) for:

1. Collection, registration, compilation and analysis of Hospital Statistics on a predetermined basis (not limited to Monthly, Quarterly and Annual)
2. Monitoring of all Hospital monthly reports including data quality and timeliness and ensuring improvement in compliance to reporting.
3. Provides regular briefs to the Assistant Statistician (Hospital) on Hospital variables.

### Key Responsibilities

Performance will be measured through the following indicators:

1. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
2. Quality and efficient data is retrieved from the PATISplus and Consolidated Monthly Return Information System for data requests and quarterly, monthly and annual reports.
3. Conduct training for Consolidated Monthly Return Information System and PATISplus at Divisional and Subdivisional level.
4. Active participation in the corporate activities of the Ministry as and when required.

### Key Performance Indicator

Performance will be measured through the following indicators:

1. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
2. Quality and efficient data is retrieved from the PATISplus and Consolidated Monthly Return Information System for data requests and quarterly, monthly and annual reports.
3. Conduct effective and efficient training on Health Information System to the Sister In charge, Nurses and Medical Officers at Divisional and Sub-Divisional level.
4. Active participation in the corporate activities of the Ministry as and when required

### Person Specification

In addition to pass in Form 7 or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. Some experience in similar work environment.
2. Able to analyse, interpret and present reports.
3. Understanding of new information technology system.

4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Demonstrated ability to plan, organize work schedule effectively;
2. Ability to communicate effectively and work within a team in order to meet strict deadlines.
3. Good analytical skills with an attention for detail and accuracy of data.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character & Eligibility**

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.





## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Secretary
<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>	Health Headquarters, Dinem House
<b>Unit/Division:</b>	Human Resource Department / Corporate Services
<b>Reports:</b>	Head of Human Resources
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for providing effective and efficient secretarial and administrative services to the Head of Human Resources.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Provide administrative support, including attending to telephone calls, travel arrangements, receiving and dispatch of official correspondences, communication with key stakeholders and filing of documents.
2. Managing the calendar of appointments.
3. Organize meetings, including overseas and local meetings and provide administrative support to meetings including the compilation of required documents.
4. Ensure that messages are communicated promptly to the Head of Human Resources and appropriate feedback are provided in a timely manner.
5. Facilitate itinerary arrangements for the Head of Human Resources or any other staff as assigned by the Head of Human Resources for meeting and workshops.
6. Actively contribute to the ministry's corporate functions and activities

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Achievement of targets in the individual work plan.
2. All official records managed and filed in accordance with legislative requirements and approved Ministry policies and procedures are adhered to in all administrative undertakings.
3. Timely submissions of factual and accurate reports and programme documentation.
4. Meetings and travel organised efficiently and effectively.
5. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to Diploma in Secretarial Studies, Office Administration, and Management (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Secretary:

### Knowledge and Experience

1. Extensive experience in the provision of Secretarial Services
2. Proven experience in the use of Microsoft applications such as MS Word and MS Excel
3. Proven experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically
4. Experience in organizing travel itineraries locally and overseas, liaising with Travel agents and other relevant stakeholders
5. Understanding of the Fijian Constitution (2013) and relevant policies, legislations, regulations or applicable laws of Fiji

### **Skills and Abilities**

1. Good report writing skills with an excellent ability to communicate effectively
2. Good analytical skills with an attention for detail and accuracy for data and information
3. Demonstrate ability to work within a team and ensure that targets are met within the agreed timeline
4. Demonstrated ability to maintain neutrality and confidentiality
5. Excellent customer service skills
6. Service oriented approach with commitment to supporting the corporate activities of an organisation.

### **Personal Character & Eligibility**

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

# MOHMS 45/2022



## Ministry of Health & Medical Services

### Role Description

#### Corporate Information

<b>Role:</b>	Steno Typist/Typist
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	CWM Hospital, Lautoka Hospital
<b>Unit/Division:</b>	Human Resources Department
<b>Reports:</b>	Consultant Radiology & Emergency Department and Superintendent MIT (CWMH), Administrative Officer (Lautoka Hospital)
<b>Subordinates:</b>	Nil

#### The Position

The position is responsible for providing secretarial support and administration to the Radiology and Emergency Department.

#### Key Responsibilities

The position will achieve its purpose through the following:

1. Provide efficient and professional secretarial services to the Radiology and Emergency Department
2. Read and analyze incoming handwritten reports, clarify, amend and enter into the Patient Information System and dispatch accordingly.
3. Ensures timely submission and dispatching of reports to patients
4. Preparation and documentation of minutes for management and staff meetings
5. Provide and submit monthly absences and late arrival return
6. Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
7. Active participation in the corporate activities of the Ministry as and when required.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
2. Ensure effective and timely facilitation of Secretarial work is provided within the anticipated standards with Inward, outward mails and files are maintained in line with registry procedures
3. Manage, plan and organize daily calendar
4. Ensure that the Head of Department and Unit is provided with timely and correct information as and when required.
5. Actively contribute to the Ministry and/or corporate requirements

#### Person Specification

In addition to relevant academic qualification in Secretarial Studies, Office Technology and Administration, Frontline Office Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Minimum of two years knowledge and experience in secretarial duties and office management.
2. Knowledge and experience in using computer programmes such as Microsoft Office, Word, Excel, PowerPoint, Outlook, internet explorer, etc.
3. Experience in the provision of Secretariat services for senior management meetings.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Excellent Microsoft office and typing skills.
2. Demonstrate the ability to effectively work within a team, with less supervision.
3. Demonstrate the ability to work under pressure in a resource constrained environment.
4. Good customer service skills with demonstrated ability to assist in the achievement of department work outcomes.

### **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.



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Stores Attendant
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60 - \$5.90 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	Health Headquarters
<b>Unit/Division:</b>	Personnel Unit/ Human Resources Department
<b>Reports:</b>	Executive Officer - Personnel
<b>Subordinates:</b>	Nil

### The Position

The position is responsible in assisting the Storeman in-charge for all procurement and stores services. Also assist in planning and coordinating of stock control and purchasing process to ensure efficient execution of purchasing orders to suppliers for timely arrival of supplies in accordance with required legislations and regulations.

### Key Responsibilities

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

1. To ensure that inventory reports are consistently generated for replenishment process.
2. To ensure that tally cards are being updated once order is being delivered along with issue voucher.
3. Prepare and maintain Indent and Purchase Order Registers
4. Consistently liaising with suppliers on stock availability, schedule deliveries or expedite deliveries
5. Actively contribute to Ministry requirements including planning and budgeting selection activities when required.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Daily, weekly, monthly procurement and store services are delivered as per plan.
2. Department requests are facilitated and processed within the agreed timeframe
3. Proper documentations and records are maintained in accordance to the relevant legislations.
4. Active participation in the corporate activities of the Ministry whenever required.

### Person Specification

In addition to a Secondary school education or relevant qualification (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. Demonstrated experience working in warehousing settings
2. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

## **Skills and Abilities**

1. Ability to contribute in solving problem.
2. Excellent written and oral communication skills
3. Attention to detail and accuracy and ability to work in a team
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 96/2021



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	National Health Emergency Coordinator
<b>Salary Band:</b>	Band G
<b>Salary range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Dinem House, Headquarters – Suva
<b>Duration</b>	3 years
<b>Unit/Division:</b>	National Health Emergency & Climate Change Unit/Health Protection
<b>Reports to:</b>	Head of Health Protection
<b>Subordinates:</b>	Project Posts (x 2) – CCH/FEMAT

#### The Position

The role of the position is to plan and coordinate the Fiji National Health Emergency & Disaster Management Action Plan (HEADMAP), the Climate Change & Health Strategic Action Plan and monitor the implementation these Plans. The role also supervises the National Emergency Medical Team Initiative (EMT/FEMAT). The position's other roles include financial, budgeting, programming, possible human resource development; and conducting appropriate Climate Change, Health Emergency & Disaster Risk Reduction & Management training to equip MoHMS Staff for appropriate responses.

#### Key Responsibilities

The position will achieve its purpose through the following:

1. Formulation of Climate Change, Health Emergency & Disaster Risk Management policies, plans and procedures
2. Provide advise senior management on Climate Change, Health Emergencies and Disasters situation within the region and in Fiji.
3. Supervise the operations of HEOC
4. Coordinate the Fiji National Health Emergency & Disaster Management Action Plan (HEADMAP), the Climate Change & Health Strategic Action Plan and monitors the implementation these Plans
5. Supervises the National Emergency Medical Team Initiative (EMT/FEMAT) which includes trainings, deployments and procurement.
6. Provide capacity building for staffs in disaster management, FEMAT and CCH
7. Coordinate medical staff tour of duty with military detachments
8. Coordinate medical outreach under the Universal Health Care initiative
9. Coordinate and liaise with Government Shipping services for usage and engagement of MV Veivueti

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. The Climate Change, Health Emergency and Disaster Risk Management policies are developed and reviewed and services are delivered and are compliant with the policies, and within agreed timeframes.
2. All reports are submitted on the standard required within the agreed timeframes.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

4. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

### **Person Specification**

In addition to a Degree in Environmental Science/Disaster Management/Climate Change or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Sound Knowledge of the existing Disaster Management Framework within ministry and also the overarching frameworks that links the ministry to other stakeholders
2. Sound experience and knowledge in operating a command center and knowledge of incident command systems
3. Have an understanding of how the cluster system works
4. Sound knowledge of international, regional and national frameworks for Disaster management and Climate Change
5. Knowledge and experience in Windows operating system programs (Word, Excel etc.)
6. Possess basic knowledge in HEOC operations
7. Experience in post disaster/health emergency response

### **Skills and Abilities**

1. Demonstrated ability to set up, manage, and operate an Emergency Operation Center
2. Ability to multitask and network with stakeholders and cluster members for efficient and effective response to disaster and emergency
3. Ability to plan and implement trainings and simulation as well as exercises and educational and community outreach programs
4. Review and analyze plans and procedures and making recommendations for revisions
5. Conduct risk and threat assessments and advise local officials regarding their disaster mitigation, response, and recovery procedures
6. Ensure preparedness through the availability of equipment and supplies and the availability of staff and facilities
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

### **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. Applicants must also be Fijian Citizens, under age of 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 398/2021



## Ministry of Health & Medical Services

### Role Description

#### Corporate Information

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Base Salary &amp; Allowances:</b>	MOCA C: Base: 83,254.98 + On Call Allowance: 4,162.75 + Environmental Allowance 12,488.25 = F\$99,905.98
<b>Duration:</b>	5 years
<b>Location:</b>	Tuberculosis Unit
<b>Division:</b>	Tamavua Twomey Hospital
<b>Reports to:</b>	CMO Tuberculosis
<b>Subordinates:</b>	Senior Medical Officer/Medical Officers within the Unit

#### Overview of the Unit

Tamavua Twomey Hospital is the national referral hospital for specialized Dermatology, Tuberculosis and Rehabilitation Medicine responsible for overseeing promotion, prevention, curative and rehabilitation activities. It is also a National Training Centre.

#### 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 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. Provide assistance to facilitate the implementation of 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, monitor and evaluate Unit activities and implement 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 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 improved clinical governance.
6. Undertake education, teaching and research activities to train, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

## **Person Specification**

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

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

### **Skills and Abilities**

1. Good Clinical 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in in the relevant Specialized field of Medicine with guidance from Specialists.
6. Able to organize professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in the relevant Specialized field of Medicine and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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. Applicants must also be Fijian Citizens, under age of 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.