

# NEW ADVERTISEMENTS – FIJI SUN 19 MARCH 2022

## MOHMS 88/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Senior Pharmacy Technician
<b>Salary Band:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Location:</b>	CWM Hospital (4), Makoi Birthing Unit (1), Labasa Hospital (1), Sigatoka Hospital (1), Tamavua Twomey Hospital (1), Nakasi Health Centre (1), Shri Satya Sai Sanjeevani Medical Centre (1)
<b>Unit/Division:</b>	Pharmacy Department
<b>Duration:</b>	5 years
<b>Reports to:</b>	Supervising Pharmacy Technician
<b>Subordinates:</b>	Pharmacy Assistants

#### The Position

The position is responsible for the daily operations in the delivery of dispensary services in the Outpatient, Inpatient or Paediatric Pharmacy. The position may also be required to work in Medicine storage and Distribution.

#### Key Responsibilities

The position will achieve its purpose through the following:

1. Dispensary service, providing medicines and counselling to inpatients, outpatients and external clinics
2. Providing accurate, timely and informative pharmacy services to clients and other health professionals through dispensing and advice provision on the use of prescription and non-prescription medicines
3. Inventory/medicine storage and distribution
4. Developing internal guidelines
5. Staff management and workload allocation and prioritization
6. Providing mentoring, clinical education, practical support to subordinate and other health professionals.
7. Actively participate in the corporate activities of the Ministry

#### Key Performance Indicators

Performance will be measured through the following 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. Active participation in the corporate activities of the Ministry as and when required.

## **Person Specification**

In addition to a Bachelor of Pharmacy or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. 1-2 years' experience in pharmacy practice including internship.
2. Sound knowledge and application of the relevant pharmaceutical laws, policies and guidelines.
3. Experience in, and understanding of all aspects of pharmacy practice such as dispensary work, manufacturing, drug storage & distribution.
4. Contributed to developing, monitoring and evaluating pharmacy activities.

### **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.

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# MOHMS 89/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Technical Officer Higher Grade - Serology
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Pathology Laboratory
<b>Duration:</b>	5 years
<b>Reports to:</b>	Laboratory Superintendent
<b>Subordinates:</b>	Technical Officer, Laboratory Assistant

### The Position

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

### Key Responsibilities

The position will achieve its purpose through the following:

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 Serology 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 participate in the corporate activities of the Ministry.

### Key Performance Indicator

Performance will be measured through the following indicators:

1. Quality results and Serology 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 following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Vast work experience in a Medical Laboratory with similar experience in Serology technical work;
2. Knowledge in the appropriate use of serology tests, interpretation of results, and the follow up investigations that may be required;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
4. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
5. Understanding of the HIV/AIDS Decree [2011].

### **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 Turn Around 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**

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# MOHMS 90/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Dental Officer
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Lakeba Hospital, Lautoka Hospital, Vunisea Hospital, Valelevu Health Centre
<b>Unit/Division:</b>	5 years
<b>Duration:</b>	Oral Health / Central Health Services/Eastern Health Services
<b>Reports to:</b>	Divisional Dental Officer / Sub Divisional Medical Officer/Senior Dental Officers
<b>Subordinates:</b>	Dental Therapist, Dental Intern, Dental Hygienist

### The Position

To reduce the overall oral health burden of disease by achieving key targets in the Oral Health Business Plan by means of the successful prevention, diagnosis and treatment of oral health conditions in patients presenting to the hospital or health centre clinic, or to community, school and special clinic settings.

### Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Provide clinical dental assessment, diagnosis and treat patients including preventive, conservative, curative or prosthetic and on-call services
2. Carry out simple surgical procedures as needed, being on call as rostered, also to identify and refer oral pathology and complex surgical cases to the Oral Surgery Department.
3. Prepare and deliver community outreach programs according to agreed policy and business plans.
4. Gather and document relevant data, and prepare and submit required reports.
5. Participate and assist in facilitating with Special Projects launched by the Oral Health and/or Allied Health departments.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### Key Performance Indicators

1. Oral health/clinical dental assessments, diagnostics and treatments are provided in accordance with approved dental clinical practice, infection control procedures and guidelines; outreach programs and clinics are delivered as per the Oral Health Business Plan.
2. Clinical Targets are achieved to ensure that oral health services are provided as per Oral Health Business Plan, in the following specified areas: Extractions, Conservative Treatment,

Preventive Treatment, and Endodontic Treatment (documenting number of dental treatments completed – root canal, fillings, and oral surgery cases completed).

3. Reports are prepared to a professional standard and submitted using accurate, relevant and timely information and data.
4. Effective participation to any assigned Ministry activities whenever required.

### **Person Specification**

In addition to Bachelor of Dental Surgery or equivalent from a recognised University and registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice as a Dentist, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position:

### **Knowledge and Experience**

1. Successfully completed a minimum of one year of Dental Internship (at a Divisional Hospital or other recognised hospital) as per Fiji Medical and Dental Council requirements.
2. Demonstrated knowledge and practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontics, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Proven capacity and knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.
5. Maintain privacy and confidentiality of all patient or staff information.

### **Skills and Abilities**

1. Demonstrate accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
3. Demonstrate ability to develop and provide support, mentor, and train and supervise staff.
4. Demonstrate ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.
5. Possess the ability to write comprehensive and analytical reports to a professional level.
6. Possess the ability to be an effective and efficient team member and lead and manage a team.
7. Demonstrate the ability to prepare, implement and report on community outreach programs with the relevant stakeholders.
8. Be self-motivated to deliver dental services according to facility business plans.

### **Personal Character & Eligibility**

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# MOHMS 91/2022



## 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>Location:</b>	Lami Health
<b>Unit/Division:</b>	5 years
<b>Duration:</b>	Dental Department
<b>Reports to:</b>	Dental Officer, Principal Medical Officer
<b>Subordinates:</b>	Dental Hygienist (clinical), cleaner.

### 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:

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 Indicator

Performance will be measured through the following 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, 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**

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# MOHMS 92/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Dental Technician
<b>Salary Band:</b>	Band F
<b>Salary Range:</b>	(\$22,528.74 - \$28,883.00 per annum)
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Prosthetic Laboratory Unit / Oral Health Department
<b>Duration:</b>	5 years
<b>Reports to:</b>	Supervising Dental Technician
<b>Subordinates:</b>	Other cadre

### The Position

The Dental Technician designs, constructs, repairs and adjusts dentures (false teeth) and other dental appliances including crowns and bridges. Dental technicians work closely with the dentists in the construction, modification and repair of dentures and other dental appliances. They provide these services within the clinical and also on outreach services in rural and maritime areas.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Design and construct and modify high quality removable prosthetic and surgical appliances to replacing missing teeth, and orthodontic appliances for treatment of malformed dentitions diagnosed and prescribed by Dental officers.
2. Collaborate and consult with the oral health team and clients to ensure dental prosthetics and orthodontics are suitable and fit for purpose.
3. Manage and prepare procurement requests for prosthetic appliances and materials to meet service demand and within clinic budget in consultation with oral health team.
4. Work as an effective and professional member of the oral health team.
5. Participate in outreach clinics to provide prosthetic and orthodontic services.
6. Participate in collection and reporting of Monthly data reports.
7. Actively participate in the corporate activities of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Clinical Targets (with reference to IWPs) are achieved to ensure that prosthetic and orthodontic services are provided according to 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. Attend and provide Prosthetic and Orthodontic Health Services to outreach programs as programmed in the Lautoka Hospital Oral Health Business Plan.
3. Prepare and provide specialised prosthetic appliances to approved standards and to the requirements prescribed.

4. Maintain Prosthetic and Orthodontic 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 on the type and number of prosthetic/orthodontic and specialised services and appliances and services provided to monitor demand and service output (from the clinic and from

### **Person Specification**

In addition to being registered with the Fiji Dental Council and holds a valid Annual Licence to Practice as a Dental Technologist, the incumbent must have a Diploma of Dental Technology or equivalent from a recognised institution. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Sound knowledge of the design, materials, construction, repair and adjustment processes, guidelines and standards required for effective dental appliances, prosthetics and orthodontics use.
2. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
3. Familiar with relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
4. Maintain privacy and confidentiality of all patient or staff information and data.
5. Demonstrate effective and developing 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 working with dental prosthetics, appliances and providing orthodontic services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental technologist and to meet targets (as outlined in the IWP).
3. Work effectively and cooperatively as a member of the oral health team (prosthetic and surgical 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.

### **Personal Character & Eligibility**

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# MOHMS 93/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Assistant Accounts Officer
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Central Health Services
<b>Unit/Division:</b>	Accounts Department
<b>Duration:</b>	3 years
<b>Reports to:</b>	Divisional Medical Officer, Central Accounts Officer, Central Health Services
<b>Subordinates:</b>	Clerical Officer

### The Position

The position incumbent is responsible for the efficient management and operations of the salaries and wages unit of Ministry of Health & Medical services. Ensure commitment and compliance to good financial practises to enable the efficient and effective processing of salaries and wages for the staffs of Ministry of Health and Medical Services with quality service delivery.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure timely processing of wages, salaries and other payments in accordance to the financial practices.
2. Ensure timely authorization of salaries and wages inputs are updated systematically and edit verifications are uploaded accordingly.
3. Oversee the efficient and effective management of wages / salaries section ensuring staffs meeting the deadlines.
4. Provide timely and expert advice on all wages and salaries matters to the Senior Management.
5. Ensure wages and salaries financial reports and reconciliations are timely submitted to senior managers for decision making.
6. Counsel, guide and Develop internal (Wages /Salaries/FNPF) programme to ensure adherence to policies, finance instructions and agreed policies.
7. Actively contribute in all corporate function of the Ministry.

### Key Performance Indicator

Performance will be measured through the following indicators:

1. Required in assisting the process salaries and wages payments, process timely payroll updates system.
2. To provide timely advise to management on wages and salaries activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.
3. Timely & effective management of the staff and unit's performance to enable business continuity, and delivery of services.
4. Actively contribute in all corporate function of the Ministry.

### **Person Specification**

In addition to an Undergraduate degree in Accounting or equivalent, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 3 years' experience working in a Finance Environment
2. Sound and Good Working Knowledge of Financial Management requirements.
3. Good experience with supervisory and Leadership Role
4. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji

### **Skills and Abilities**

1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts
2. Demonstrated ability to carry out set tasks in order to meet set deadlines
3. Capacity to utilize computer programs to support the financial operations
4. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

### **Personal Character & Eligibility**

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# MOHMS 94/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Technician Attendant [CSSD]
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37-\$6.89 per hour
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Central Sterilization Supply Department
<b>Duration:</b>	3 years
<b>Reports to:</b>	Nurse Unit Manager/DDON
<b>Subordinates:</b>	Nil

### The Position

To perform daily operation of cleaning and sterile of equipment and tray assembly used for hospital diagnostic and treatment purposes, the provision of sterile trays and equipment for service delivery.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Compliance to the CSSD guideline practice
2. Timely assistance to the provision of sterilize packs to the wards and Operating Theatres
3. Ensure assigned task is completed within timeframe
4. Participate in all corporate activities of the Ministry

### Key Performance Indicator

Performance will be measured through the following indicators:

1. Ensure timely assistance to the compliance to the CSSD guideline process
2. Effective and timely assistance to the nurse for nursing care of patients at ward level;
3. Compliance to OHS in the up keeping of the patient area in the ward.

### Person Specification

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

### Knowledge and Experience

1. Good Knowledge of sterilization and infection control standards
2. Background experience within the medical services
3. General knowledge of instrument care and understanding of infection control and OHS standards
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### Skills and Abilities

1. Excellent time management skills
2. Demonstrate effective communication skills
3. Demonstrate the ability to effectively work within a team, with less supervision.

4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. Service and customer oriented approach, with a commitment to assist the nurses at workplace.

### **Personal Character & Eligibility**

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# MOHMS 94/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Technician Attendant [Laboratory]
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37-\$6.89per hour
<b>Location:</b>	Lautoka Hospital, Labasa Hospital
<b>Pathology Laboratory</b>	Pathology Laboratory
<b>Duration:</b>	3 years
<b>Reports to:</b>	Laboratory Superintendent, Consultant Pathologist
<b>Subordinates:</b>	Nil

### The Position

The position provides support and logistics assistance to the Laboratory technical team

### Key Responsibilities

The position will achieve its purpose through the following:

1. Autoclaving of all microbiological specimens and cultures before disposal.
2. Delivery of hospital supplies and courier consignments from hospital and pharmacy stores
3. Assist in post mortem procedures, cleaning of post mortem room to infection control standards and ensure necessary supplies are timely forecasted.
4. Assist with stock take of laboratory supplies as and when required, assist with board of survey.
5. Washing, drying and proper labelling of all different types of laboratory containers.
6. Ensure all stock related documents are properly filed and stock cards updated on a timely basis.
7. Cleaning, organisation and management of all laboratory storage areas.
8. Manage Laboratory Reception area and other duties when required.

### Key Performance Indicator

Performance will be measured through the following indicators:

1. Manage and maintain an effective and efficient records management system to ensure timely access of documents.
2. All services are delivered within agreed timeframes, and compliant with relevant processes and policies.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

### Person Specification

In addition to the completion of Secondary School Education or similar and 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 record and stock management
3. Basic knowledge of receptive applicable laws of Fiji.

### **Skills and Abilities**

1. Ability to meet deadlines and work in a team with minimum supervision
2. Good interpersonal and communication skills
3. Customer focus approach with a commitment to supporting the operational goals of the organisation

### **Personal Character & Eligibility**

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# MOHMS 94/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Technician Attendant [Radiology]
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37-\$6.89 per hour
<b>Location:</b>	Lautoka Hospital
<b>Pathology Laboratory</b>	Radiology Department
<b>Duration:</b>	3 years
<b>Reports to:</b>	Medical Imaging Technologist Higher Grade
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for developing x-ray films, operating, monitoring and maintaining the film processing equipment used at the Medical Imaging department.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Processing of all x-ray films flashing correct ID tags, reloading cassettes with unexposed films.
2. Clean processors on weekly basis and maintain general cleanliness of dark room.
3. Mix chemicals for processing of films
4. Provide update on available tracer consumables.
5. Dispatching consumable to outer centers
6. Provide report on any fault on processing machine.
7. Keeping records of in-hand films and chemicals
8. To ensure Occupational Health & Safety policies are strictly adhered to.
9. To perform any other departments duties when called upon by the Senior Medical Imaging Technologist.

### Key Performance Indicator

Performance will be measured through the following indicators:

1. Ensure all darkroom processes are carried out.
2. Monitor the physical stock In and Out on consumables.
3. All services are delivered within agreed timeframes, and compliant with relevant processes and policies.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

### Person Specification

In addition to the completion of Secondary School Education or similar and 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 record and stock management
3. Basic knowledge of receptive applicable laws of Fiji.

### **Skills and Abilities**

1. Ability to meet deadlines and work in a team with minimum supervision
2. Good interpersonal and communication skills
3. Customer focus approach with a commitment to supporting the operational goals 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.