

POOL ADVERTISEMENTS – FIJI SUN 5 MARCH 2022

MOHMS 77/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|-----------------------|--|
| Role: | Cook |
| Salary Band: | Band B |
| Salary Range: | \$5.37 - \$6.89 per hour |
| Duration: | 3 years |
| Location: | As per the need of the Ministry of Health and Medical Services |
| Unit/Division: | Food Services |
| Reports: | Dietician |
| Subordinates: | Nil |

The Position

The position ensures the timely preparation and provision of meals for patients at the health facility.

Key Responsibilities

1. The position will achieve its purpose through the following key responsibilities:
2. Reports directly to the Dietician on a day to day basis.
3. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.
4. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
5. Ensure food items to be used for day is available.
6. To assist in the cost effective management of the food budget.
7. To identify and participate in any training appropriate to the position.
8. Ensure to be transparent with work and punctuality
9. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
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 qualification and a Certificate in Cookery or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of quality food preparation and presentation methods
2. Must have knowledge of food safety and hygiene
3. Experience in a similar work environment
4. Basic knowledge of occupational health and safety in the workplace

Skills and Abilities

1. Ability to work effectively within a team and manage time
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
3. Demonstrate a high standard of personal appearance and good personal hygiene
4. Demonstrate ability to work under minimal supervision
5. Ability to communicate both verbally and written

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 78/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|-----------------------|--|
| Role: | Recorder |
| Salary Band: | Band B |
| Salary Range: | \$5.37 - \$6.89 per hour |
| Duration: | 3 years |
| Location: | As per the need of the Ministry of Health and Medical Services |
| Unit/Division: | Administration |
| Reports: | Executive Officer/ Clerical Officer |
| Subordinates: | Nil |

The Position

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

Key Responsibilities

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

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

Key Performance Indicators

Performance will be measured through the following indicators:

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

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

4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Person Specification

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

Knowledge and Experience

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

Skills and Abilities

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service-oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

Personal Character & Eligibility

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NEW ADVERTISEMENTS – FIJI SUN 5 MARCH 2022

MOHMS 79/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|-----------------------|----------------------------|
| Role: | Joiner/Polisher |
| Salary Band: | Band D |
| Salary Range: | \$7.50 - \$9.61 per hour |
| Duration: | 3 years |
| Location: | Labasa Hospital |
| Unit/Division: | Hospital Services |
| Reports: | Foreman, Hospital Services |
| Subordinates: | Nil |

The Position

The position is responsible for all joinery services in the hospital.

Key Responsibilities

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

1. Responsible for all joinery works in the hospital and assist Northern Health Services for joinery works required for sub-divisional health facilities
2. Conduct daily ward rounds and submit report within agreed timelines for all joinery works
3. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All required joinery works are completed within agreed timelines and complying to standard laws and OHS regulations
2. Daily ward rounds are conducted, defects rectified as soon as possible and report submitted, within agreed timelines
3. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Trade Certificate in Joinery (or equivalent), the knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience

1. 5 years' proven work experience in joinery works.
2. Must have a knowledge of Joinery and Carpentry work
3. Good knowledge of operating machines and tools for joinery works.
4. Knowledge of Occupational Health & Safety in a workplace

Skills and Abilities

1. Good communication skills (both verbal and written)

2. Good time management and analytical skills
3. Ability to work under minimum supervision
4. Ability to complete tasks within time frame.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 80/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|-----------------------|--|
| Role: | Technician Attendant [CSSD] |
| Salary Band: | Band B |
| Salary Range: | \$5.37 - \$6.27 per hour |
| Duration: | 3 years |
| Location: | Labasa Hospital |
| Unit/Division: | Central Sterilization Supply Department (CSSD) |
| Reports: | Nurse Unit Manager/Deputy Director of Nursing |
| Subordinates: | Nil |

The Position

The position performs daily operation of cleaning, sterile of equipment's and tray assembly used for hospital diagnostic and treatment purposed, the provision of sterile trays and equipment's for service delivery.

Key Responsibilities

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

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 Indicators

Performance will be measured through the following indicators:

1. Ensure timely assistance to the compliance to the CSSD guideline process
2. Effectively 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, 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 81/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|-----------------------|---|
| Role: | Manager Information Technology |
| Salary Band: | Band I |
| Salary Range: | \$43,296.63 - \$55,508.50 per annum |
| Duration: | 3 years |
| Location: | Health Headquarters, Dinem House |
| Unit/Division: | Digital Health |
| Reports: | Head of Research, Innovation Data & Analysis Management |
| Subordinates: | Senior Systems Analyst, Product Manager PATIS Plus |

The Position

To provide IT Support to the Permanent Secretary for Health & Medical Services, research, analyse and initiate projects that will help to strengthen Health Systems in the Fiji Islands; manage and administer all IT Equipment, Infrastructure, Services and Resources in a timely manner.

Key Responsibilities

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

1. Prepare Business and Individual Plans for ICT; recommend, oversee and assist day to day transactions for the Unit; Attend meetings and workshops to support or get consulted for the areas where ICT can assist to improve the other business units in the Ministry.
2. Manage and provide support for ICT Service Desk, Applications, Network and Server for Ministry; Including Financial, Inventory, Project, Human Resources, Change and Procurement Management.
3. Prepare and present Reports to various Stakeholders which includes Head of Finance and Asset Management, National Health Information Committee, other Medical and Admin Officers, Vendors and Information Technology & Communication Services (ITCS).
4. Communicate with internal and external customers, Vendors, Information Technology & Communication Services (ITCS), International Health Organisations (WHO, PHIN, AeHIN, UNICEF, etc) for ICT Services and Technology enhancements in the Ministry.
5. To ensure high uptime of ICT Services in the Ministry. This includes expanding of ICT Services to other Health Facilities based on constraints and need. To also promote the use of ICT at all levels in the Ministry.
6. To research and innovate the new technologies that Ministry can adopt to better it's Health Services in both Clinical and Public. To conduct appropriate trainings to ICT Consumers to ensure end to end implementations.
7. Actively contribute to all corporate functions of the Ministry

Key Performance Indicators

1. Preparation, Monitoring and Evaluation of ICT Business Plan and its alignment to Annual Corporate Plan;
2. Management of ICT Service Desk, Server, Applications, Network and Projects to support Health Information Systems;

3. Reporting and Presentation of ICT Projects, Updates and Learning Materials to various stakeholders; Updating of ICT Documentations;
4. Research and Analysis of current and new technologies. Implementation of new initiatives through research and trainings.
5. Participation in Corporate activities as and when required.

Person Specification

In addition to a Master's Degree in Computing Science or Information Technology from a recognized university and/or Certifications in ICT or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Vast experience in Project Management;
2. Experience in preparing business plan and individual plans and further monitoring day to day ICT activities.
3. Previous Experience in ICT Networking, Application Development, Project Management, Service Desk Management, Server Management and Financial Management;
4. Experience in Managing Communication to Internal Customers, External Customers and Stakeholders;
5. Experience in developing, delivering and evaluating training and staff development programs
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively manage, motivate and work within a team;
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment;
3. Demonstrated ability to think strategically and make sound decisions;
4. Demonstrated knowledge on new technologies that can be used to strengthen the Health Information systems;
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 82/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|-----------------------|--------------------------------------|
| Role: | Blood Assistant - Project |
| Salary Band: | Band C |
| Salary Range: | \$12,081.69 - \$15,489.35 per annum |
| Duration: | 3 years |
| Location: | Lautoka Hospital |
| Unit/Division: | National Blood Services |
| Reports: | Manager Divisional Blood Services |
| Subordinates: | Blood Service Nurse and Phlebotomist |

The Position

The position contributes to facilitation of the recruitment program and monitoring of the effectiveness of the recruitment process in support of the Ministry of Health & Medical Services plan.

Key Responsibilities

The position will achieve its purpose through the following:

- 1 Organise recruitment team to conduct recruitment via blood drive and in the blood centre.
- 2 Ensure blood donor interview is done in accordance to the blood donor selection guideline
- 3 Report to the Manager Blood Service on all organised & schedule blood drive.
- 4 Ensure that all recruitment data are compiled and updated.
- 5 Ensure that OHS strategies are observed in the Unit
- 6 Advise the Manager Blood Service on all Inventory supplies and logistics
- 7 Ensure the general cleanliness of the Unit.
- 8 Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

1. Preparing roster for recruitment team and transport for blood drives or staff to bleed at centre.
2. Blood Donors are assessed with personal information either at blood drive site or at the centre.
3. Updating the Manager of all blood drives to be conducted on a weekly basis.
4. Requesting Blood Drive Organisers for booking of blood drives in 2 weeks in advance.
5. Daily update of donor information into database and compiling of data information for submission to Manager for compilation of monthly reports.
6. Ensuring that OHS is practised in the department and updating of all inventories of equipment and consumables in the department.
7. Accountable for the cleanliness and hygiene in the department.
8. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to Secondary School qualifications (or equivalent) with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. A minimum qualification of completing secondary level education.
2. At least 6 – 9 years' experience in a similar field.
3. A sound experience in good customer services.
4. Knowledge in community and traditional protocol.
5. General Knowledge of Biology and Chemistry would be an advantage.
6. Familiar with the following legislation: - HIV Decree, Public Health Act, Guideline and SOP's for Blood Recruitment Program, National Blood Policy, Civil Service & MoHMS Code of Conduct.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Good communication and organisation skills.
2. Demonstrated to effective use Microsoft programs such as MS Word and Excel.
3. Demonstrate Marketing and Promoting Skills
4. Be a good team player and demonstrate good leadership skills
5. Ability to work extra hours at odd times including weekends and public holidays.

Personal Character & Eligibility

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MOHMS 83/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|--------------------------------------|--|
| Role: | Senior Medical Officer |
| Salary Band: | Band I |
| Base Salary & Allowances: | MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74 |
| Duration: | 5 years |
| Location: | Lautoka Hospital |
| Unit/Division: | Emergency Unit |
| Reports: | HOD, Consultant, Chief Medical Officers, Principal Medical Officers |
| Subordinates: | Medical Officers |

Overview of the Unit

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility either the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.

6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

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

Person Specification

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge 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.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective 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. Ability in training and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

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