

OPEN ADVERTISEMENTS – FIJI SUN 2 APRIL 2022

MOHMS 114/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Midwife
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	As per the needs of the Ministry of Health and Medical Services
Unit/Division:	Maternity/Nursing
Report to :	Nurse Unit Manager and/or Sub Divisional Nurse Manager
Subordinates:	Registered Nurses, Enrolled Nurses, O&G Interns, Students Nurses and Ward Assistants

The Position

The registered Midwife is recognised as a responsible and accountable professional who works in partnership with women and families to give the necessary supportive care and advice during pregnancy, labour, birth, puerperium period and to their newborn.

Key Responsibilities

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

1. Provides proper assessment of clients in conformity to the Midwifery Scope of Practice, Nursing standards and clinical practice guidelines.
2. Provides quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Executes nursing care plans and specialist team orders ensuring that it conforms to national nursing policies, facilities internal protocols and infection control guidelines.
4. Makes sound clinical nursing decisions in the provision of client care and advocate for patients to specialist teams and families.
5. Nurses and monitors high risk and critical patients; ensure timely escalation to experts regarding any clinical issues beyond their competency
6. Facilitates learning and mentors Registered and nurses in training, Medical Interns, junior staff during the provision of care to client needing Intensive Nursing care.
7. Maintains accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.
8. Participate in the corporate activities of the Ministry including planning, budgeting, performance assessment, recruitment and discipline.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Prompt and timely assessments of clients from the time of initial contact.
2. Consistently making accurate midwifery and nursing diagnoses based on assessment and that are linked to effective care plans.
3. Timely execution of nursing and midwifery care plans within the policies, protocols and guidelines

- and meeting the intended objectives/outcomes.
4. Effective, timely interventions and positive outcomes based on decision making in both normal and high risk/critical clients.
 5. Active participation in facilitating learning and mentoring of nurses and other junior staff and those in training.
 6. Maintains accurate and well-structured documentation of nursing and midwifery care, other activities and relevant information.
 7. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to being a Fiji registered midwife with a valid practicing license, and either an undergraduate or postgraduate qualification in Midwifery, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Comprehensive knowledge and understanding of the registered nurses and midwifery scope of practice, Fiji Nursing Act, Nurses Code of Conduct and the Child Welfare Act.
2. Has sound knowledge and competence on obstetric and neonatal emergencies, and neonatal resuscitation.
3. Practical knowledge and experience on Risk management, Infection Control and Prevention.
4. Excellent knowledge of operational plans and goals of midwifery services

Skills and Abilities

1. Demonstrates ability to effectively work in a team and shows good leadership skills
2. Demonstrates good/sound clinical judgement and decision-making
3. Ability to work under minimum supervision. An assertive self-starter
4. Excellent communication skills (verbal & written)
5. Ability to practice ethically within the framework of the Midwifery Scope of Practice
6. Demonstrates commitment and accountability in the execution of delegated responsibilities
7. Service oriented with a commitment to supporting the operational and corporate environment of the organization.

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

NEW ADVERTISEMENTS – FIJI SUN 2 APRIL 2022

MOHMS 115/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Head of Executive Unit
Salary Band:	Band J
Salary Range:	\$51,132.98 - \$\$65,555.10 per annum
Location:	Dinem House, Headquarters
Duration:	3 years
Unit/Division:	Executive Support Unit
Reports to:	Permanent Secretary
Liaises with:	External stakeholders; central government agencies, overseas missions in Fiji, UN agencies in Fiji, MoHMS service suppliers, ministry advisors and divisional heads, senior ministry managers and senior staff
Subordinates:	Staff of Executive Support Unit

The Position

The Head of Executive Support Unit (ESU) is responsible to the Permanent Secretary for the executive support provided to the PS, Assistant Minister and Minister (herein referred to as the Senior Executives). The Head leads the ESU team in establishing and maintaining high level executive support for the three Senior Executive offices through coordination of support for executive functions and provision of advice through the Permanent Secretary in relation to planning, monitoring, reporting and evaluation across the Ministry. The development and implementation of policies, development partner engagement, liaison with Govt agencies, and internal engagement with divisional heads and program heads will be coordinated by the incumbent to ensure comprehensive delivery of Ministry operations.

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. Lead and manage the executive support unit to ensure the efficient and effective delivery of executive support to the Permanent Secretary as per Unit plan;
2. Maintain a tracking system of correspondence and current issues to ensure there is appropriate and timely response and follow up for all matters addressed to the Senior executives with correspondence meeting required standards and accuracy of content;
3. Support the Ministers in their parliamentary roles and responsibilities;
4. Support the Permanent Secretary in coordinating donor and development partner support and effective monitoring and updating of high-level policies, agreements, and legal obligations to achieve the best outcome for the sector;
5. Coordinate conferences, key meetings and a programme of regular executive and senior management meetings and manage appropriate responses for invitations to the Senior Executives;
6. Manage and mentor staff of the ESU, developing their skills, improving their performance and strengthening their professional and work practices whilst ensuring compliance with legal, policy, procedural and other requirements;

7. Actively contribute to all corporate requirements of the Ministry including planning, budgeting, performance management and selection activities where required.
8. Oversee and manage communication support and media engagements within the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Activities and performance indicators as per Unit plan are achieved in a timely manner in accordance with relevant procedures, legislations and Acts.
2. Parliamentary responsibilities are completed to required standards and on timely manner.
3. High level policy matters, agreements, and legal obligations pertaining to the roles of the Senior Executives are dealt with promptly and effectively.
4. Issues reported to the Senior Executives are effectively addressed and correspondence to and from the senior Executive offices are professional, timely and accurate.
5. Conferences, events and meetings organized by the Senior Executives are managed professionally and delivered efficiently and effectively.
6. ESU staff are managed effectively and standard operating procedures are developed, implemented and regularly updated
7. Active participation in the corporate activities of the Ministry including planning, budgeting, performance management and selection activities.
8. Efficient tracking and engagement of communication and media support activities.

Person Specification

The candidate must have completed a basic degree and a Master's degree in the fields of General Management, Health Management, Policy Development, Public Administration or Business Administration or equivalent. In addition, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least five years' experience in working in Executive Support Unit in health or health related agencies;
2. At least five years' experience in a management role with responsibility for management of a team delivering efficient and professional support to senior management;
3. Experience in establishing and managing high performing teams operating in an environment that has multiple priorities and tight deadlines;
4. Knowledge and experience in developing and implementing planning, monitoring, and reporting frameworks, policies and procedures to guide management and employees so as to ensure compliance with legislative reporting requirements;
5. Experience in preparing high level, professional correspondence and coordinating significant events and meetings.

Skills and Abilities

1. Established ability to lead, manage, motivate, and develop staff at different levels and from different backgrounds;
2. Proven ability to investigate, analyse, solve, inform, negotiate, and implement solutions for complex problems in a resource-constrained environment;
3. Demonstrated capacity to work collaboratively and proactively, and communicate effectively with others at all levels of a Ministry, Government, and the donor community;
4. Excellent interpersonal, verbal, and written communication and presentation skills;
5. Ability to use computer programs to support daily operations and modernise systems and processes;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	National Manager Patient Safety & Quality
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Dinem House, Headquarters
Duration:	3 years
Division:	Health System Standards - Clinical Governance & Patient Safety
Reports to:	Permanent Secretary through Chief Medical Advisor
Subordinates:	Hospital Infection Prevention & Control Officers Hospital Clinical Governance/Risk Managers Divisional Infection Prevention & Control / Risk Managers National Coordinator Overseas Referrals & Visiting Teams

The Position

The position ensures the efficient and effective operational and strategic support is provided in a timely manner through a caring sustainable health care system.

Key Responsibilities

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

1. Coordinate development and implementation of Quality, Risk and Patient Safety structures and processes in the Ministry.
2. Manage the development and targeted improvement initiatives with the relevant line managers.
3. Act as a National focal point for all internal, external Clinical Governance and Quality Patient Safety reporting.
4. Act as the National focal point or team leader on Infection Prevention & Control Practices in response to outbreak or pandemics.
5. Review and develop guiding documents to strengthen and support clinical governance and patient safety & quality and roll out staff awareness programmes and other activities to ensure staff engagement in health system strengthening and continuous quality improvement activities.
6. Coordinate the Clinical Governance and Patient Safety & Quality Committees at National Level.
7. Coordinate and support investigations in response to customer feedbacks and advise/report on investigation outcome and implementation of recommendations from complaints and investigations to the Chief Medical Advisor and Permanent Secretary for Health.
8. Ensure there is a robust system in place to manage all complaints received in line with the Ministry Clinical Governance policy (UOR Policy, Customer Complaints Policy, RCA).
9. Responsible for delivering a training plan and assist in training all line managers to understand what is expected of them with regard to Clinical Governance, Patient Safety & Quality.
10. Support the management of clinical risk, clinical incidents and near misses, IP&C, 157 customer feedback including their reporting, monitoring, response and mitigation strategies.
11. Actively contribute to all corporate requirements of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Clinical Governance & Continuous Quality Improvement activities are implemented effectively in accordance with an agreed annual work plan.
2. Clinical audits carried out to ensure that all clinical policies and guidelines are adhered to.
3. All staffs within the Ministry are trained and familiar with clinical governance polices and continuous quality improvement initiatives.
4. Effective policies and guidelines, audit tools and checklist in the context of CG, PSQ, CQI is in place as part of system strengthening within the Ministry.
5. Timely response to customer feedbacks through thorough investigation using the RCA process with timely submission of recommendations for implementation.
6. Timely monitoring reports and other related reports provided.
7. Participate in all corporate functions as and when required

Person Specification

In addition to a Bachelor's Degree in Nursing or equivalent and have valid registration and annual practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

Knowledge and Experience

1. Significant experience of working in the health services in a post that has involved risk management, incident management and investigations as relevant to this role.
2. Practical knowledge of Clinical Governance, Patient Safety & Quality and 5S-KAIZEN-TQM
3. Broad understanding and experience in the use of concepts and tools used in clinical leadership, audits, research, monitoring and evaluation and clinical governance.
4. Experience in investigating and solving complex problems in response to incident reports and/or customer feedbacks with quality improvements implemented as part of system strengthening.
5. Understand aspects of the Fijian Constitution (2013) and applicable laws in Fiji that relate to health regulations, policies and medico-legal compliance.

Skills and Abilities

1. Excellent communication skills with ability to train, coach and advise health care workers on Clinical Governance and Patient Safety & Quality.
2. Strong organizational skills.
3. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility without direct supervision and can cope with adverse outcomes.
4. Demonstrated ability to establish and maintain network with relevant stakeholders.
5. Demonstrated ability to organize professional development activities (conferences, meetings and workshops) for personal and team members' learning and development.
6. Service oriented approach with a commitment to achieving the corporate objectives of the organization.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Administrative Officer
Salary Band:	Band F
Salary Range:	\$22,258.74 to \$28,883 per annum
Duration:	3 years
Location:	Health Headquarters, Dinem House
Unit/Division:	Executive Support Unit
Reports:	Principal Administrative Officer (ESU)
Subordinates:	Executive Officer

The Position

The position assists in the planning and delivery of general support services to the Executive Support Unit and ensures all information for all departmental correspondence and arrangements is disseminated in a timely manner.

Key Responsibilities

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

1. Provide general (administrative, secretarial and logistical) support services to the Head of Executive Support
2. Primary point of contact between the Executives and stakeholders (internal / external) consultations for the development of Memorandum of Understanding / Memorandum of Agreement and Cabinet Papers;
3. Ensure that relevant data and information required by the Head of Executive Support Unit for the Minister's statement for parliament session are in order and health issues raised during the parliament session are well captured and conveyed to the relevant officers for feedback and comments.
4. Assist in ensuring that health general issues are forwarded to respective departmental heads for action with consistent follow ups.
5. Coordinate and research urgent information for the Honourable Ministers and Permanent Secretary briefings through Head of Executive Support Unit.
6. Actively contribute in all corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure all reports and statements presented to the respective Head of Departments of the Ministry are processed within the agreed timeframe.
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. Actively contribute in all corporate activities of the Ministry

Person Specification

In addition to a Degree in Human Resource Management, Public Administration, Industrial and Employee Relations (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. 5 to 6 years' experience in the specific field relevant to the job
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
5. Experience in supervising a team.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
2. Demonstrated ability to multitasking, manage conflict and change.
3. Strong analytical skills with attention to detail
4. Excellent time management skills with the ability to meet tight deadlines.
5. Demonstrated ability to effectively work within a team.
6. Excellent communications skills both written and verbal
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	Labasa Hospital
Unit/Division:	Operating Theatre / Nursing
Reports:	Nurse Unit Manager
Subordinates:	Registered Nurse

The Position

The purpose of this position is to provide clinical leadership to the registered nurses in the operating theatre and support the NUM of the OT in ensuring the delivery of high-quality perioperative nursing care is provided in accordance with legislative requirements and perioperative care standards.

Key Responsibilities

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

1. Provide nursing clinical leadership and guidance to ensure surgical health services are delivered as per approved plans, guidelines, and policy and to ensure that all perioperative nurses are working within their scope of nursing practice, standard and competencies.
2. Support the NUM to coordinate efficient and effective management of the OT and nursing workforce to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
3. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
4. Support the NUM in ensuring timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. Supervise and monitor care provided by junior staff and learners including the orientation of medical students, nursing students and new nursing staffs and contribute to the development of Perioperative policies and ensure accurate documentation and effective communication.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All Perioperative care plans and unit activities are updated and implemented within the agreed timeframes.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

Person Specification

In addition to being registered nurse with the Fiji Nursing Council with a valid practising licence. The position holder must have a Bachelor of Nursing with at least 5 years of theatre nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Has sound knowledge and competence on the following:
 - Perioperative practice care bundles and surgical care safety list
 - Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
2. Must have good communication skills and to possess a good command of spoken and written English.
3. Computer literate and comprehensive use of the Patient Information System (PATIS).

Skills and Abilities

1. Competent in executing the surgical safety checklist and ability to work with minimum supervision and with efficient time management skills;
2. Competent to scrub in all major cases and has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on theatre nursing.
3. Demonstrate ability to handle theatre emergency situations in an effective and professional manner.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
5. Demonstrate the capacity to utilise computer program in generating report and correspondence.

Personal Character & Eligibility

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MOHMS 119/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	Labasa Hospital
Unit/Division:	Labour Ward / Nursing
Reports:	Nurse Unit Manager
Subordinates:	Registered Nurse

The Position

The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

Key Responsibilities

The position will achieve its purpose through the following:

1. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the Maternity and Gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.
3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
5. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
6. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist Nurse Unit Manager on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

Person Specification

In addition to being a Registered Nurse with the Fiji Nursing Council with a valid Midwifery licence. The position holder must have a Bachelor of Nursing with at least 5 years of Midwifery experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Demonstrated ability to work in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.
2. Understands and has sound knowledge of Midwifery and Nurses scope of practice outlined under the Nursing Decree, nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree guidelines and procedures that govern the Nurses' practice and code of ethics.
3. Has sound knowledge and competence on the following:
4. Emergency management of Obstetrics and Neonates
5. Infection Prevention and Control.
6. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

Skills and Abilities

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.
2. Capacity to utilize computer programs in generating reports, correspondence, updating records.
3. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.
4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses.
5. Demonstrate the ability to maintain confidentiality.

Personal Character & Eligibility

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MOHMS 120/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Sub Divisional Manager Nursing
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	Nakasi Health Centre
Unit/Division:	Nursing
Reports:	Sub Divisional Medical Officer & Director of Nursing Central
Subordinates:	Team Leader Public Health, Community Health Nurses, Community Health Workers

The Position

The purpose of this position 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, promotive and protective 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. Overall supervision of registered nurses on the provision of quality nursing care as per the legislations and scopes of practice.
2. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
3. 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 standard practice.
4. 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.
5. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
6. 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.
7. 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.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicator

Performance will be measured through the following 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, legislations 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. Minimal stock outs of all items (drugs, vaccines and consumables)
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing or Public Health Nursing or equivalent, the following Knowledge, Experience, Skills and Abilities are required for the candidate to 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. Demonstrate knowledge in EPI and core nursing responsibilities in community and public health settings.

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 subdivision.
3. Good communication (written & spoken) and presentation skills.
4. Ability to teach, coach, mentor 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 ministry.

Personal Character & Eligibility

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MOHMS 121/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Nurse Unit Manager
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Intensive Care Unit (ICU) / Nursing
Reports:	Deputy Director Nursing - West Wing, CWM Hospital
Subordinates:	Registered nurses, Medical orderlies, and Ward Assistants, Attendant.

The Position

This position performs the overall administrative function for the intensive care unit, CWMH and takes the leadership role in reinforcing the delivery of optimal quality critical nursing care, in accordance with the standard of the Intensive Care Unit guidelines, scope of nursing practice and national nursing standards. It serves to maintain the nursing establishment to ensure that Intensive Care nurses perform and deliver the service reflecting the vision and mission of the Ministry of Health and Medical Services.

Key Responsibilities

The position will achieve its purpose through the following:

1. Perform supervisory roles in nursing/clinical leadership, management and guidance to unit staff to ensure that the highest standard of critical nursing care is achieved and maintained, ensuring that approved plans, guidelines and protocol are followed at all times.
2. Responsible to make the necessary requisitions for the replenishment of consumable stock items and submits formal communication to the designated department in case of malfunctioning of equipment or machines and defective instruments within the unit.
3. Manage manpower, supervise and assess performance of unit staff and other subordinates for the purpose of re-contracting and promotion.
4. Compile, manage and provide unit data to monitor the health service progress.
5. Participate as a member of the Critical, Infection and Nurses Advisory Committee (NAC) that meets to advise and discuss hospital mishaps and formulate strategy to improve and solve problems that may arise from any department.
6. Address clinical issues pertaining to patient care, ward needs and conflict management.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. Plan and draw up Monthly roster for unit staff and subordinates ensuing skill mix in providing quality and safe nursing care.
2. Ensure that all staff is working effectively within scope of practice through their Individual Work Plan to provide quality and safe nursing care daily.
3. Ensure that policies, procedures, Guidelines are followed to meet approved standards in

- providing regular supervision, mentoring and training session through auditing annually.
4. Ensure nursing professionalism is maintained through counselling and disciplinary of subordinates as per issues and incident.
 5. Ensure that knowledge, skills and ability attained is disseminated through weekly ward Continuous Nurses Education (CNE) and are carried out effectively on a daily basis.
 6. Demonstrate positive communication with subordinates and stakeholders through meetings and regular updates as schedule and also submitting quarterly report in timely manner.

Person Specification

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Supervisory experience with exposure at Intensive Care Nursing for more than 5 years or similar work environment.
2. Proven experience and comprehensive understanding of the registered nurse's scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Understand the Nursing Decree [2011], HIV Decree, Child Welfare Decree, Mental Health Decree, and all applicable laws of Fiji.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of signification change.

Skills and Abilities

1. Demonstrate ability to lead in a team environment
2. Must possess sound analytical and problem-solving skills in resource-constrained situation.
3. Demonstrate the ability to manage, resolve conflict and motivate staff at different level from different background and experience.
4. Ability to use Microsoft Applications and any Health-related computer application.
5. Demonstrate the ability to instruct, direct, motivate and evaluate staff
6. Service oriented approach, with commitment to supporting the operational area 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.