

NEW ADVERTISEMENTS – FIJI SUN 14 MAY 2022

MOHMS 158/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Consultant/Divisional Medical Officer
Salary Band:	Band N
Base Salary & Allowance:	MOCA C: Base Salary: 106,857.63 + On Call Allowance: 5,342.88 + Environmental Allowance 16,028.64 = F\$128,229.16
Duration:	5 years
Location:	Northern Health Services
Reports to:	Chief Medical Advisor, Permanent Secretary
Subordinates:	CMOs/SDMOs, National Advisors, Divisional Administrative Personnel

Overview of the Divisional Health Services

The Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in a geographical Division of Fiji. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

The Position

The position supports and assists the Chief Medical Advisor in the provision of primary health care and public health services in the Geographical Division by managing and administering these services including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness through the Sub-divisional Medical Officers.

Key Responsibilities

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

1. Provide leadership to promote the interest and development of the Geographical Division through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the Geographical Division, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Divisional plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for ensuring the implementation of public health programs and activities at the various operational levels in the Geographical Division.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, providing reports, medico-legal assessments and expert opinion for the Divisional Office.

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

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the Hospital/Divisional plans agreed to with the Permanent Secretary.
2. Undertake clinical/PH responsibilities in the hospital/Division or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of the hospital plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

Person Specification

In addition to relevant postgraduate qualifications, is a Registered Specialist from respective Institution (Association and/or College) which is recognized by the Fiji Medical Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in Public Health and General Medicine.
5. Experience working and managing a secondary health care hospital, managing a Geographical Division with limited resources and is confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent clinical and public health Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical and public health opinion on a range of problems in the Geographical Division, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Public Health and Clinical expertise at the level of Consultant and should have significant depth of experience in Public Health.
2. Experienced manager who can supervise a Geographical Division to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.

5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. 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.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Consultant
Salary Band:	Band M
Base salary & Allowances:	MOCA A: Base: 103,445.90 + On Call Allowance: 25,861.47 + Environmental Allowance 15,516.88 = F\$144,824.20
Duration:	5 years
Location:	Paediatrics Unit
Division:	Lautoka Hospital
Reports to:	Medical Superintendent
Subordinates:	Chief Medical Officer, Principal Medical Officer, Senior Medical Officer, Medical Officer and all staff within the Unit

Overview of the Hospital

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

The Position

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

Key Responsibilities

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with the Medical Superintendent.
2. Undertake clinical responsibilities in the hospital or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

Person Specification

In addition to the following knowledge, experience, skills and abilities, the applicant must have:

A Masters degree in the field of specialty or equivalent qualification **AND** a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in the field of specialty or equivalent qualification **AND** a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. 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.

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Ministry of Health & Medical Services Role Description

Corporate Information

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

Overview of the Unit

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

The Position

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

Key Responsibilities

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit using the plans agreed to by the MS and HOD for clinical specialty.
2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

Person Specification

In addition to the following knowledge, experience, skills and abilities, the applicant must have:

A Masters degree in the field of specialty or equivalent qualification **AND** a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in the field of specialty or equivalent qualification **AND** a Registered Specialist in another country that would be recognized by the Fiji Medical Council; **OR** If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of
5. Medicine.
6. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
7. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.

4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character 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.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97
Duration:	5 years
Location:	Orthopaedics Unit
Division:	Labasa Hospital
Reports to:	HOD/Consultant, Chief Medical Officer
Subordinates:	Senior Medical Officers & Medical Officers within the Unit

Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit 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 of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Provide assistance to facilitate the implementation of activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

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

Person Specification

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

Knowledge and Experience

1. Adequate knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources and can assist in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant specialized field of Medicine with guidance from Specialists.
6. Able to organize professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

Selection Criteria

1. Advance Clinical competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. A Leader experienced in training, mentoring and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

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

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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
Division:	Internal Medicine Unit
Reports to:	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 and some Pacific Island Countries. In addition, the Hospital provides the main clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training) in Fiji and the Pacific Region.

The Position

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

Key Responsibilities

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

1. 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.

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 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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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Technical Officer Higher Grade (Lab) – Central Registration Area
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Supervising Laboratory Technician and Quality Manager
Subordinates:	Laboratory Technician, Laboratory Assistant, Phlebotomist

The Position

The purpose of the position is to ensure efficient and effective management of the work and deliverance of timely Central Registration Area (CRA) service. The position supervises and mentor phlebotomists and ensures that equipment is available and maintained, and staffs are competent for technical needs of the section

Key Responsibilities

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

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 management of pre-analytical in house and referred samples and effective use of the Laboratory Information System (LIS).
3. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
4. Develop new and review existing Standard Operating Procedures (SOP), internal policies for CRA section
5. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
6. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines
7. Coordinate the training program, supervision, and assessments of new recruits and students.
8. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Daily usage of Laboratory Information System and providing monthly reports on down time.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.

4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

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

Knowledge and Experience

1. Vast work experience in a Medical Laboratory with broad knowledge of different Sections of the laboratory;
2. Knowledge in the appropriate use of Laboratory Information system and minor troubleshooting 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. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

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

Personal Character & Eligibility

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

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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:	Tamavua Twomey Hospital
Unit/Division:	Dermatology-Leprosy Outpatient Department / Nursing
Reports to:	Senior Nurse Clinical
Subordinates:	Registered Nurses, Enrolled Nurses/Medical Orderlies, Nursing Aids

The Position

To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities

The roles of the Health Inspector involves of a middle management positions at the district level as follows:

1. Responsible for the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication on all issues relating to the effective delivery of nursing services at the Leprosy Outpatient Department to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators

1. Timely recording and reporting of all reports as per agreed timeline and management of unit performance resources and information to enable business continuity and delivery of service
2. Timely recording and reporting of all reports as per agreed timeline and management of unit performance resources and information to enable business continuity and delivery of service
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.

Person Specification

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

Knowledge and Experience

1. Proven leadership experience in nursing or similar environment
2. Good knowledge of the organisation/Ministry policy
3. Experience in managing changes
4. Experience in managing resources in a demanding and constrain environment
5. Sound knowledge in performance management

Skills and Abilities

1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
5. Ability to provide timely nursing advice to Management

Personal Character and Eligibility

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MOHMS 165/2022



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:	Lautoka Hospital
Unit/Division:	Nursing
Reports to:	Nurse Unit Manager
Subordinates:	Registered Nurses, Attendants

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:

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 Nurse Unit Manager to coordinate efficient and effective management of the Operating Theatre 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 Nurse Unit Manager 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

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 a Bachelor of Nursing or equivalent, being a Registered Nurse with the Fiji Nursing Council, and a valid nursing license, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least five (5) years of theatre nursing experience.
2. Has sound knowledge and competence on the following:
 - a. Perioperative practice care bundles and surgical care safety list
 - b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
3. Sound and effective clinical governance knowledge.
4. 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. Must have good communication skills and to possess a good command of spoken and written English
4. Demonstrate ability to handle theatre emergency situations in an effective and professional manner.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
6. Demonstrate the capacity to utilise computer program in generating report and correspondence

Personal Character and Eligibility

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MOHMS 166/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Statistician
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	3 years
Location:	Health Headquarters, Dinem House
Unit/Division:	Health Information Unit
Reports to:	Senior Statistician
Subordinates:	Assistant Statistician Hospitals(HQ) and Assistant Statistician Hospital (HQ) and Assistant Statistician Public Health (HQ)

The Position

The Statistician administers operational functionality of the Health Information Unit. The position is responsible for data management and analysis under the HIU logical functions structure. Provision of training on Health Information System (HIS) is the key role of this position.

Key Responsibilities

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

1. Initiate, supervise and monitor operational standards relating to health information systems, including instigating mechanisms to strengthen data quality.
2. Facilitate, supervise and monitor mortality and morbidity coding in the health information system.
3. Co- ordinate and monitor quality assurance for all data in the health domain including the bulletins and other operational documents.
4. Assist in the planning, facilitation, documentation and operationalization of audits in the health information arena.
5. Timely and effective facilitation of training and training mentorship for subordinates. This may include conducting training occasionally.
6. Provide training on relevant data collection system to Subdivisions, Divisions and National
7. Maintains effective communication with supervisors and stakeholders.
8. Provision of reports to respective supervisors and stakeholders.
9. Assist the Senior Statistician and NHIO in conducting Supervisory visits to all health facilities and assist in providing appropriate reports
10. Contribute to the development and review of the supervisory visit and audit tools.
11. Assist in the review governance documents in the Health Information Unit or pertaining to health information systems.
12. Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and timely assessment of all data collected and analyzed at the Health Information Unit

2. To monitor and evaluate morbidity & mortality coding and cause of death training conducted in relation to Health Information Unit policies
3. Ensure timely management of operational standards to strengthen high quality Health Information system services is provided.
4. Ensuring improvements in quality assurance and timely access to health information
5. All reports are in accordance with reporting standards and within agreed timeframes to Supervisors.
6. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to having an undergraduate qualification in Population Studies or Health Information Systems or Statistics or equivalent, the following; Knowledge, Experience, Skills and Abilities are required to successfully undertake the duties of the post:

Knowledge and Experience

1. At least 3-5 years experiences in a similar field
2. Able to analyse, interpret and present reports
3. Sound knowledge of Medical Records management, Medical Terminology and Information Technology System (not limited to PATISplus, IRIS, CMRIS, ACBA, ICD-10AM, ICD 10)
4. Sound knowledge of ICD 10 and ICD 10 AM
5. Experience in quality assurance and conducting health information audits
6. Experience in monitoring and evaluation in the health information sector
7. Understanding the relevant legislation and authorities governing Health and Health Information Systems.
8. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Capacity to utilise information systems to support functionality of the Health Information Unit
2. Demonstrated organizational skills to assist senior staff and co-ordinate subordinates to meet tight deadlines
3. Demonstrated ability to work cooperatively and effectively within a team environment
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Demonstrated ability to communicate with individuals and teams in order to ascertain information and reporting needs
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
7. Demonstrated ability in research and analysis.
8. Demonstrated ability to create knowledge and information sharing conditions, to identify critical areas and develop methods for the management, sharing and preservation of knowledge in these areas and to encourage staff to participate in cross-training and knowledge-sharing activities.
9. Effective training development, delivery and evaluation skills.

Personal Character and Eligibility

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RE-ADVERTISEMENTS – FIJI SUN 14 MAY 2022

MOHMS 49/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Boiler Technician
Salary Band:	Band C
Salary Range:	\$6.28 - \$8.05 per hour
Duration:	3 years
Location:	Lautoka Hospital, CWM Hospital
Unit/Division:	Hospital Services
Reports to:	Foreman/Supervisor Higher Grade Hospital Services
Subordinates:	Nil

The Position

This position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in the Hospital

Key Responsibilities

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

1. Ensure the operations and minor maintenance of the Hospital boiler, compressor, hot water supply, fuel supply and generators are carried out in accordance with standard operating procedures and safety standards
2. Ensure that a maintenance and repair works plan is developed, implemented and reviewed in accordance with recommended specifications and standards in a timely manner.
3. To provide reports on the status and maintenance work required of the boiler, compressor, hot water supply, fuel supply and generators on a weekly basis.
4. Actively contribute to all corporate functions of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Operations and minor maintenance of boiler, compressor, hot water supply and generator are carried out in accordance with standard operating procedures and safety standard within the required time frame.
2. Cleanliness of working environment is maintained.
3. Reports on the maintenance work and upgrades are submitted in accordance with reporting standards within the agreed timeline.
4. Participate in all corporate activities of the Ministry as and when required

Person Specification

In addition to a Trade Certificate in Boiler Operations, Electrical Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience

1. At least five (5) years of experience in the maintenance and operational of boilers, steam vessels and pressure operating vessels.
2. Knowledge of maintenance methods and procedures involved in the operations and maintenance of boiler.
3. Knowledge of Occupational Health & Safety Requirements.
4. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Ability to operate, maintain and monitor high pressure equipment including industrial boilers.
2. Able to work independently and part of a team.
3. Ability to work under pressure and under minimum supervision.
4. Ability to communicate well with others and write reports.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization

Personal Character and Eligibility

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