

NEW ADVERTISEMENTS – FIJI SUN 28 MAY 2022

MOHMS 168/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Executive Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	3 years
Location:	Central Health Services
Unit/Division:	Human Resource - Corporate Services / Central Health Services
Reports to:	Administrative Officer – Human Resource
Subordinates:	Clerical Officers

The Position

The position provides administrative support in the effective operations of the Central Health Services, Human Resource Unit.

Key Responsibilities

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

1. Provide support to supervisors and staff to develop the skills and capabilities of staff.
2. Provide advice and assistance in developing human resource plan
3. Monitor daily attendance for divisional office employees
4. Provide advice and recommendations on disciplinary actions
5. Prepare, develop and implement procedures and policies on recruitment
6. Prepare submissions for acting and relieving appointments
7. Prepare & provide monthly returns (establishment for both Government Wage Earners & Line positions), Quarters return & Absence & late arrival.
8. Actively contribute to all corporate 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 administration, human resource activities are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.
3. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participate in Corporate activities of the Ministry.

Person Specification

In addition to Diploma in Human Resource, Management & Public Administration **or equivalent**, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience

1. At least 3 years' proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively work within a team and to meet agreed timelines
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to utilize computer programs to support the daily operations
4. Ability to maintain confidentiality.
5. Service oriented approach with a commitment to supporting the operational/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.

MOHMS 169/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Executive Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	3 years
Location:	Central Health Services
Unit/Division:	Asset Management Unit - General Services / Central Health Services
Reports to:	Administrative Officer – Assets
Subordinates:	Clerical Officer, Storeman, Plumber, Trade Assistant, Laborers and Cleaner

The Position

The position is responsible for looking after the maintenance of health facilities and quarters, transport, maintenance and telecommunication repairs and maintenance. It looks after the overall function of the unit and supervises government wage earners at the divisional office.

Key Responsibilities

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

1. Ensure all activities with regards to all forms of maintenance are provided in a timely and accurate manner and reports are updated accordingly.
2. Facilitate timely deployment of staff within the General Service unit for maintenance work, oversee the use of vehicles and ensure returns are updated accordingly.
3. Supervise and manage staff performance of subordinates.
4. Address issues concerning the general services operation of the Divisional and Sub Divisional Offices.
5. Facilitate Board of Survey and provide updates as and when needed.
6. Assist Sub-Divisional officers for daily operation and address issues concerning mortuary, aircon units, vehicle breakdowns, compressors, generators etc.
7. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All maintenance work, board of survey and transportation activities are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
3. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participate in Corporate activities of the Ministry.

Person Specification

In addition to Diploma in Human Resource, Management & Public Administration **or equivalent**, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience

1. Understanding and experience of at least 2 years of human resource management; human resource policies; with some supervisory experience
2. Working knowledge of facilitation of board of survey and experience in monitoring and arranging of maintenance work
3. Experience in working within a team from diverse backgrounds and communicate with people at all levels
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Demonstrated verbal and written communications and ability to maintain confidentiality
2. Demonstrated ability to manage demanding workload and meet tight deadlines to achieve results
3. Attention to details and high level organizational, analytical and problem solving skills
4. Demonstrated ability in writing reports
5. Capacity and ability to utilize Computer programs that supports the operational of the organization
6. Service oriented approach, with a commitment to supporting the operational/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.

MOHMS 170/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Accounts Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	3 years
Location:	Health Headquarters, Dinem House
Unit/Division:	Ledgers & Payments / Accounts Department
Reports to:	Accounts Officer (Ledgers & Payments)
Subordinates:	Clerical Officers

The Position

The position is responsible for supervising revenue collection and payments in accordance with the Government Machinery, applicable laws, relevant policies and regulations.

Key Responsibilities

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

1. Supervise revenue collections and Payments in accordance with the Finance Act, Finance Instructions and the Finance manual.
2. Supervise payment of goods, services, and bills.
3. Monitor and supervise reconciliations of BLC, TMA and Drawings Account.
4. Conduct Liability & Equity reconciliations in Financial Management System (FMIS).
5. Inter Departmental Clearance (IDC).
6. Prepare medical fee reimbursement to Ministry of Economy (MOE).
7. Prepare Quarterly Arrears of Revenue Return to MOE.
8. Assist with Imprest replenishment and Bank Lodgment on weekly and daily basis.
9. Annual retirement of Imprest.
10. Supervise and assist subordinates to enable output is achieved.
11. Provide advice to management and subordinates as and when required
12. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure the timely provision of required documents for verification purpose
2. Ensure effective and efficient processing of payments and thorough checking of documents for final approval into the system
3. Ensure timely submission of Reconciliations to MOE
4. Strict monitoring of staff performance
5. Participation in Corporate activities as and when required.

Person Specification

In addition to a Diploma in Accounting, Finance or Commerce **or equivalent**, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' experience working in a Finance Environment.
2. Sound and Good Working Knowledge of Financial Management requirements.
3. Practical knowledge of anti-corruption approaches and methods.
4. Good experience with supervisory and Leadership Role.
5. Understanding of the Fijian Constitution [2013] and applicable laws, policies and regulations of Fiji.

Skills and Abilities

1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts.
2. Demonstrated ability to carry out set tasks in order to meet set deadlines.
3. Demonstrated ability to maintain confidentiality.
4. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the management.
5. Capacity to utilize computer programs to support the financial operations.
6. Service oriented approach, with commitment to supporting 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.

MOHMS 171/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Technical Officer (Radiology)
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50 per annum
Duration:	5 years
Location:	Labasa Hospital
Unit/Division:	Radiology / Northern
Reports to:	Consultant Radiologist, Medical Superintendent Labasa Hospital, National Coordinator Radiology
Subordinates:	Supervisor Medical Imaging Technologist, Technical Officer Higher Grade, Medical Imaging Technologist

The Position

The purpose of the position is to support the Labasa Hospital business plan through good administration of Radiological HR, Equipment and Consumables. This position reports directly to the Medical Superintendent and National Coordinator Radiology Services through the Consultant Radiologist.

Key Responsibilities

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

1. Effectively manage HR and available resources to carry out effective and efficient services.
2. Ensure radiological practices are compliant with Radiation Safety Standard SOPs, guidelines and protocols.
3. Prepare monthly/quarterly report to Labasa Hospital management for the analysis of Radiology department performance.
4. Undertake all required activities to maintain equipment and consumables.
5. Actively contribute and participate to Ministry and corporate requirements by attending relevant stakeholder meetings and workshops.
6. Effectively monitor efficiency of subdivisional departments and subdivisional MIT's

Key Performance Indicators

Performance will be measured through the following indicators:

1. All Human Resource Management and resources are conducted in compliance with protocols and guidelines.
2. Effective and timely management of practices are delivered on a schedule time.
3. Monthly/Quarterly reports are submitted and outcomes are actioned in a timely and effective manner.
4. All agreed activities in maintaining equipment and consumables at Labasa and subdivisional departments meet specific requirements with business objectives aligned with the Ministry through a scheduled timeframe.

Person Specification

In addition to a Bachelor in Medical Imaging Science (or equivalent), licensed under the Fiji Radiation Health Board, and Fiji Society of Medical Imaging Technologist, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 10 years work experience in radiology.
2. Sound knowledge of management and human resources policies and guidelines.
3. Sound knowledge of radiological practices, safety standards, equipment, protocols and guidelines.
4. Knowledge of relevant laws and legislations applicable to Radiology safety practices.

Skills and Abilities

1. Demonstrated good leadership skills to manage people of diverse background and work effectively within a team environment.
2. Excellent communication skills and the ability to tactfully deal with employees to practice within the legislative and policy framework.
3. Demonstrate ability to follow guidelines and set timeframes in particular with HR administrative activities.
4. Demonstrate ability to maintain confidentiality.
5. Capacity to utilise computer programs to support the operations 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.