

# NEW ADVERTISEMENTS – FIJI SUN 11 JUNE 2022

## MOHMS 172/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Free Medicine Program (FMP) Registration and Verification Officer (Project)
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services Centre (FPBS)
<b>Unit/Division:</b>	Free Medicine Program / FPBS
<b>Reports to:</b>	Manager Free Medicine Program
<b>Subordinates:</b>	Nil

#### The Position

This position will be responsible for facilitating Free Medicine Program, FMP, registration and providing administrative support for FMP. The position also assists the project manager in facilitating operational activities under Free Medicine scheme for greater efficiency of the program.

#### 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. Facilitation of FMP registration, filling of FMP forms as and when required and processing of National Health eligibility Cards for the Free Medicine Program.
2. Receiving and attending all Free Medicine Program queries relating to registration.
3. Preparing submissions related to dispatching of FMP registration forms and cards to respective health facilities and other centres.
4. Verification of Free Medicine Program excel sheets against respective prescriptions, formulating and analysis of FMP reports on a monthly basis and or as and when required by the program coordinator.
5. Maintain electronic and or manual records for Free Medicine Program documents, completed registration forms and reports.
6. Assist FMP stores officer to undertake logistical and administrative arrangements for FMP replenishment purposes.
7. Participate and assist with the corporate activities of the ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Meeting targeted numbers for FMP registration (> 150 FMP cards processed per week)
2. Assisting the program in the monthly verification process of FMP submissions.
3. Greater than 80% of the FMP orders replenished within acceptable time frame of 3 days.
4. 100% of FMP forms are accurately filled and/or verified before FMP cards are processed.
5. Monthly verification and monthly submission of FMP Reports to FMP coordinator in the required format.

## **Person Specification**

In addition to diploma public administration, management, information technology or equivalent from a recognised institution, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 2 years' experience in administrative or clerical duties or similar work environment involving the collection and verification of data of decision making
2. Knowledge and some experience of manual filing and good inventory management practices in a warehouse and/or office setting.
3. An understanding of information systems such as a patient information system.

### **Skills and Abilities**

1. Capacity to use computer programs to support the daily operations, (proficiency in MS Office products, word processing, spread sheets, internet, e-mail is required)
2. Demonstrate ability to work within a team and meeting competing and tight deadlines
3. Excellent written and verbal communication skills
4. Ability to act appropriately with matters of confidentiality
5. Good analytical skills with the attention for detail when analysing data.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character and Eligibility**

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public 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 taking up duty.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.



## **Ministry of Health & Medical Services Role Description**

### **Corporate Information**

<b>Role:</b>	Nurse Unit Manager Shift Supervisor
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Nursing Division
<b>Reports to:</b>	Director of Nursing Labasa Hospital
<b>Subordinates:</b>	Team Leader, Registered Nurse, Enrolled Nurse, Ward Assistants

### **The Position**

The purpose of this position is to manage staff and resources of the nursing department after hours. Hence, this position is responsible for after-hours operational management of the inpatient beds and patient flow related functions for the hospital to ensure a safe and effective flow of inpatient admission throughout the hospital and aims to balance the access demand.

### **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. Management of in-patient beds and coordinates with other ward supervisors to organize transfers accordingly whether internally or externally.
2. Oversee all ward rosters after hours and monitor staff attendance and performance to ensure provision of quality nursing care.
3. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, health care associated infection, risk management and critical incident reporting.
4. Provide overall clinical supervision and guidance for all nurses for different patient conditions and supervise documentation and management of care.5. Ensures effective records management and documentation including nursing care plans is updated as per guideline/policy.
5. Ensures that nursing staff are performing, and that all delegated activities are met.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure

continuity of service delivery.

5. Contributions to corporate requirement meet or exceed expectations.

### **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. At least 5 years of general ward shift supervision practical experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct
3. Has sound knowledge and competence on the Mega code or basic life support training, acute
4. Medical and Surgical nursing experience, and accident and emergency experience.
5. Has broad knowledge and experience on quality improvement systems and their implementation.
6. An understanding of the Constitution of Fiji and applicable employment legislations and Acts.

#### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgment and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilize computer programs to support the operations of the unit.
6. Service oriented approach, with a commitment to supporting the 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.

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## **Ministry of Health & Medical Services Role Description**

### **Corporate Information**

<b>Role:</b>	Dental Intern
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duration:</b>	1 year
<b>Location:</b>	Several
<b>Unit/Division:</b>	Oral Health Department
<b>Reports to:</b>	Dental Officer, Senior Dental Officer
<b>Subordinates:</b>	Nil

### **The Position**

The Dental Intern works under the supervision of a Dental Officer (as a minimum) at the Sub divisional Hospital and Divisional Hospital, to prevent, diagnose and treat Oral Health conditions in patients who present to the Dental Clinic.

### **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. The Dental Intern work under direct supervision of their Clinical Supervisor and their performance is guided and assessed according to the Minimum Clinical Requirement of the Fiji Dental Council.
2. To provide clinical assessment, diagnosis and treatment of patients through Preventive, Conservative, Prosthetic or curative treatment modules as per the Scope of Practice Guidelines 2011.
3. To carry out simple surgical procedures including the identification and referral of Oral Pathology and complex surgical cases to the Oral Surgery Department.
4. To help with the implementation of community outreach programs and report accordingly for the Clinical Monthly, Quarterly and Annual Report.
5. Assist and participate in facilitating with Special Projects planned for by the Oral Health Department, Allied Health departments and other Government Organizations.
6. Actively contribute to all corporate functions of the Ministry.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Meet Clinical Targets as per the Oral Health Business Plan also in accordance with approved MOHMS Dental Clinical Practice and Infection Control procedures and guidelines to maintain patient safety and comfort.
2. Ensure that Oral Health Services in the following specified areas of Minor Oral Surgery, Conservative Treatment, Preventive Treatment, Prosthetic and Endodontic Treatment are provided to the required standard.
3. Interns will complete the Clinical Requirements as per the Log Books of the Fiji Dental Council.

4. Attend and provide Oral Health Services to community and School Programs as outlined in the Divisional Business Plan.
5. Provide relevant and timely submission of Oral Health information and data to clinical and other Supervisors as required.
6. Active participation in corporate activities as and when required.

### **Person Specification**

In addition to a Bachelor of Dental Surgery from a recognized University, registration with the Fiji Medical and Dental Council and a valid Annual License to Practice, the following knowledge, experience, skills and abilities are required for the effective performance of the position.

### **Knowledge and Experience**

1. Is registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice.
2. A minimum qualification of Bachelor of Dental Surgery or equivalent from a recognized University.
3. Sound knowledge of preventive/community dentistry, pediatric dentistry, orthodontics, conservative dentistry, endodontic, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
4. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
5. Familiar with relevant Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.
6. Maintain privacy and confidentiality of all patient or staff information.
7. Demonstrate effective and developing professional level communications in all interactions with clients, families, co-workers and other stakeholders.

### **Skills and Abilities**

1. Demonstrate accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate professionalism and commitment to developing role as a dentist, to learn to work as a member of the oral health team and to the expected standards reflecting the MOHMS values.
3. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
4. Work toward gaining competent ability to write comprehensive and analytical reports to a professional level.
5. Work toward gaining competent ability to analyze and contribute solutions to complex problems, especially in a resource constrained environment.
6. Work toward gaining competent ability to prepare, implement and report on community outreach programs with the relevant stakeholders.

### **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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# MOHMS 175/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Divisional Health Information Officer
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Western Health Services – Vidilo House
<b>Unit/Division:</b>	Health Information Unit, Western Health Office
<b>Reports to:</b>	National Health Information Officer & DMO Western
<b>Subordinates:</b>	Nil

### The Position

The position of the Divisional Health Information Officer reports to the National Health Information Officer (NHIO) and Divisional Medical Officer (DMO) - Western. This position works alongside the Statistical Officers and the Health Information Unit (HIU), medical recorders and assistant statisticians in the divisions to facilitate timely, relevant, complete and accurate health information for evidence based decision making. Upon discussion with DMO and with NHIO, the Divisional Health Information Officer (DHIO) may also be tasked duties by the Director Epidemiology and Director Health Information as required.

### 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. Work collaboratively with Ministry staff and stakeholders to ensure strategies and activities of the implementation plan of the HIU and the division are executed within the set timelines.
2. Uphold legislation, policies and guidelines of the HIU and the MOHMS.
3. Responsible for maintaining and upholding data quality and healthy information standards.
4. In conjunction with Ministry staff and stakeholders assist in reviewing policies and procedures, including obtaining divisional input required to support the National Health Information Policy and National Health Information Systems Strategic Plan.
5. Facilitation of training and training mentorship for subordinates. This may include conducting training occasionally.
6. Coordinate with Sub-divisions and medical areas to obtain pending health information reports from health facilities for timely analysis and decision making.
7. Conduct data quality assessments using the assigned and endorsed Information/Data Assessment tools for the various databases at the Health Information Unit and MOHMS facilities in the clinical/community settings.
8. Conduct supervisory visits to the various health facilities in their division in accordance with the HIU supervisory protocol with the aim of identifying gaps and recommending solutions to strengthen collection systems.
9. Validation and verification of assigned statistics & assist Assistant Statistician (Hospital) and Assistant Statisticians in the Medical Records Department.
10. Provision of reports to respective supervisors and stakeholders.

11. Undertake any required activities assigned, including assisting and undertaking research activities, by the supervisors to ensure that evidence based decision making is supported in the Ministry of Health and Medical Service

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. All weekly reports are accurate and submitted within the agreed timeframes.
2. Site visits are conducted, and reports are submitted in a timely and effective manner.
3. Quality committee and meeting secretariat services are provided, and outcomes are actioned in a timely and effective manner.
4. All assigned activities, are implemented, meet the scheduled timeframes, monitored and evaluated for effectiveness.
5. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to having a recognized undergraduate qualification in either in Public Health, Biostatistics or Epidemiology or qualifications (Or equivalent) relevant to the Health Information Unit, the incumbent must also have the following, Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Divisional Health Information Officer:

#### **Knowledge and Experience**

1. At least 3-5years of experience in a similar field.
2. Understanding the relevant legislation.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
4. Able to analyze, interpret and present reports

#### **Skills and Abilities**

1. Demonstrated ability to communicate with medical professionals in order to ascertain information and reporting needs.
2. Demonstrated ability to work cooperatively and effectively within a team environment.
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
4. Capacity to utilize computer programs to support the operations of the department.
5. Demonstrated organizational skill to assist senior staff and co-ordinate subordinates to meet tight deadlines.
6. Effective training development, delivery and evaluation skills.
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

#### **Personal Character and Eligibility**

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## **Ministry of Health & Medical Services Role Description**

### **Corporate Information**

<b>Role:</b>	Telephone Attendant
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Administration/ Lautoka Hospital
<b>Reports to:</b>	Clerical Officer
<b>Subordinates:</b>	Nil

### **The Position**

The position ensures all telephone communications both internally and externally are dealt with efficiently and effectively.

### **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 in the following areas:

1. Communicate telephone message both internal and external for the hospital and monitor calls accordingly
2. Page for staff during emergencies
3. Report telecommunication faults and complaints to relevant authorities
4. Actively contribute to all corporate functions of the ministry

### **Key Performance Indicators**

1. Service delivery to be effective and efficient
2. Reports to be completed in a timely manner
3. Update activities, changes and completion of other tasks as assigned
4. Participate in all corporate functions as and when required

### **Person Specification**

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

### **Knowledge and Experience**

1. At least one year's experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

### **Skills & Abilities**

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player.
4. Customer focused approach with commitment to supporting the operational goals 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.

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## **Ministry of Health & Medical Services**

### **Role Description**

#### **Corporate Information**

<b>Role:</b>	Chief Medical Officer
<b>Salary Band:</b>	Band L
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50
<b>Duration:</b>	5 years
<b>Location:</b>	Paediatrics Department
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	HOD/Consultant or Consultant or Medical Superintendent
<b>Subordinates:</b>	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 Medicine.
5. Experience working in a level two hospital, 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 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**

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97
<b>Duration:</b>	5 years
<b>Location:</b>	Paediatrics Unit
<b>Division:</b>	Lautoka Hospital
<b>Reports to:</b>	HOD/Consultant, Chief Medical Officer
<b>Subordinates:</b>	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**

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97
<b>Duration:</b>	5 years
<b>Location:</b>	Internal Medicine Unit
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	HOD/Consultant, Chief Medical Officer
<b>Subordinates:</b>	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:

5. 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.
6. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
7. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
8. 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.

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.



## **Ministry of Health & Medical Services**

### **Role Description**

#### **Corporate Information**

<b>Role:</b>	Senior Medical Officer
<b>Salary Band:</b>	Band I
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74
<b>Duration:</b>	5 years
<b>Location:</b>	Surgical Unit
<b>Division:</b>	Lautoka Hospital (2), Labasa Hospital (2)
<b>Reports to:</b>	HOD, Consultant, Chief Medical Officers, Principal Medical Officers
<b>Subordinates:</b>	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 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.



## **Ministry of Health & Medical Services**

### **Role Description**

#### **Corporate Information**

<b>Role:</b>	Senior Medical Officer
<b>Salary Band:</b>	Band I
<b>Base salary &amp; Allowances:</b>	MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33
<b>Duration:</b>	5 years
<b>Location:</b>	Savusavu Hospital
<b>Division:</b>	Northern Health Services
<b>Reports to:</b>	Principal Medical Officer/SDMO
<b>Subordinates:</b>	Medical Officers

#### **Overview of the Unit**

The Sub Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. 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 Sub-divisional Medical Officer and is responsible for the administration and delivery of high-quality primary care services and public health 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 in the subdivision, under the responsibility of the Deputy Secretary for Public Health.

#### **Key Responsibilities**

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

1. Implement activities of the Sub –Division by working effectively with the SDMO 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 Sub Divisional activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance and directive of the SDMO and DMO.

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. 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 postgraduate qualification in Public Health or equivalent; or is pursuing a Masters in Public Health; the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent 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 and Public Health Skills including Procedural skills including research.
2. Good communication skills.
3. Good 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 clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from SDMO and Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer 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. Able to train, mentor and support 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**

#### **Particulars of the position**

<b>Role:</b>	Senior Medical Officer
<b>Salary Band:</b>	Band I
<b>Base salary &amp; Allowances:</b>	MOCA C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = F\$71,272.92
<b>Duration:</b>	5 years
<b>Location:</b>	Oxfam Clinic – Wellness Centre for Women
<b>Division:</b>	Central Health Services
<b>Reports to:</b>	Principal Medical Officer
<b>Subordinates:</b>	Medical Officers

#### **Overview of the Unit**

The Centre provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. 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 Sub-divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health 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 in the subdivision, under the responsibility of the Deputy Secretary for Public Health.

#### **Key Responsibilities**

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

1. Implement activities of the Sub –Division by working effectively with the SDMO 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 Sub Divisional activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.

5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance and directive of the SDMO and DMO.
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. 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 and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent 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 and Public Health Skills including Procedural skills including research.
2. Good communication skills.
3. Good 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 clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from SDMO and Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

#### **Selection Criteria**

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer 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. Able to train, mentor and support 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**

<b>Role:</b>	Senior Medical Officer
<b>Salary Band:</b>	Band I
<b>Base salary &amp; Allowances:</b>	MOCA C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = F\$71,272.92
<b>Duration:</b>	5 years
<b>Location:</b>	Makoi Health Centre
<b>Division:</b>	Central Health Services
<b>Reports to:</b>	SDMO/CMO, PMO
<b>Subordinates:</b>	Medical Officers

#### **Overview of the Unit**

The Sub Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. 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 Sub-divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health 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 in the subdivision, under the responsibility of the Deputy Secretary for Public Health.

#### **Key Responsibilities**

1. The position will achieve its purpose through the following key responsibilities.
2. Implement activities of the Sub –Division by working effectively with the SDMO and adheres towards a positive collegiate relationship.
3. 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.
4. Participate in peer reviews and implement the monitoring and evaluation of Sub Divisional activities to ensure corrective measures are undertaken to provide effective and efficient services.
5. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
6. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance and directive of the SDMO and DMO.

7. 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. 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 postgraduate qualification in Public Health or equivalent; or is pursuing a Masters in Public Health; the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent 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 and Public Health Skills including Procedural skills including research.
2. Good communication skills.
3. Good 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 clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from SDMO and Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer 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. Able to train, mentor and support 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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# RE-ADVERTISEMENTS – FIJI SUN 11 JUNE 2022

MOHMS 09/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Assistant Electrician
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 – 6.89 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Hospital Services
<b>Reports:</b>	Foreman, Hospital Services
<b>Subordinates:</b>	Nil

### The Position

The position will assist the Electrician for the effective day-to-day operations, maintenance and repairs of all electrical works, electrical fixtures, equipment, operation and backup generators in the Hospital.

### Key Responsibilities

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

1. Assist the Electrician in coordinating and facilitating all the electrical maintenance within the health facility in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing and all other electrical issues.
2. Assist in the planning of labor requirement, duration and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
3. Adherence to OHS rules and regulations.
4. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs of electrical equipment and accessories as stipulated in the relevant manuals and standards.
3. Submission of timely reports detailing achievements to management.
4. Actively contribute to all corporate functions of the Ministry.

### Person Specification

In addition to a Trade Certificate in Electrical or equivalent with an EFL Wireman's license, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### Knowledge and Experience

1. At least three (3) years of experience in a similar working environment
2. Basic knowledge in maintenance, repairs and new installations of Electrical equipment

3. Understanding and experience of electrical wiring and repair of electrical steam operated equipment, generators and pumps, laundry machines, wiring installation and electrical fixtures.
4. Knowledge of Occupational Health & Safety Requirements.

### **Skills and Abilities**

1. Ability to detect, analyse and solve electrical faults and breakdown
2. Ability to perform physical work and repair of underground electrical cabling and laying of new wiring works.
3. Good communication skills, analytical skills, customer service skills and time management skills.
4. Demonstrated ability to work independently or as part of a team.
5. Ability to work under pressure with minimum supervision.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### **Personal Character & Eligibility**

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

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## **Ministry of Health & Medical Services**

### **Role Description**

#### **Corporate Information**

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

#### **The Position**

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

#### **Key Responsibilities**

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

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

#### **Key Performance Indicators**

Performance will be measured through the following indicators:

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

#### **Person Specification**

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

#### **Knowledge and Experience**

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

#### **Skills and Abilities**

1. Good communication skills (both verbal and written)
2. Good time management and analytical skills
3. Ability to work under minimum supervision

4. Ability to complete tasks within time frame.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character & Eligibility**

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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