

NEW ADVERTISEMENTS – FIJI SUN 18 JUNE 2022

MOHMS 184/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader Public Health
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	Korovou Health Centre
Unit/Division:	Nursing / Central Division
Reports to:	Sub Divisional Nursing Manager
Subordinates:	Registered Nurse

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health Medical Services.

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. Work with the Sub Divisional Nursing Manager in developing and implementation of the unit business plan.
2. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, management of team members performances.
4. Organize staff development and deployment.
5. Maintain proper recording and reporting system.
6. Promote and maintain an effective and efficient management of drugs, Vaccine, equipment and stores.
7. Collaborate with community stakeholders and facilitate Outreach programs and support the implementation of health promotion Activities.
8. Actively supports the Sub Divisional Nursing manager to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure reports are submitted with agreed times frames and meet the standard reporting requirements including analysis of data and any recommendations for improvement
2. Effective and timely management and regular monitoring of team members' performances and attendance to enable business continuity and delivery of quality service.
3. Maintain effective and efficient management of equipment, drugs, vaccines, stores and infrastructure.

4. Ensure 95% coverage of Immunization through effective and efficient EPI program (Expanded immunization Program with regards to availability and accessibility of safe and potent vaccines).

Person Specification

In addition to a Diploma in Nursing and Post Graduate Certificate in Public Health Nursing or equivalent, registered with a valid annual practicing License with the Fiji Nursing Council, the following knowledge, Experience, skills and abilities are required for the successful performance of the role of the position:

Knowledge and Experience

1. Five (5) years of Public health nursing experiences with advanced nursing assessment skills with the following list of training: IMCI/ Foot Assessment/ PLS/Blue Book/ NCD Toolkit Trained / inventory Management Trained/ Pap smear / MH Gap/ TB Trained/ Family Health Trained/ EPI.
2. Knowledge of primary health care and health promotion concepts
3. Experience in nursing core competencies in the clinic and Community Health related activities
4. Understanding of need for staff development via training and approaches to effective staff management
5. Experience in supervisory role in a nursing environment or similar
6. Understanding the Nursing Decree 2011 in conjunction with the Fijian constitution 2013.

Skills and Abilities

1. Effective nursing development core competencies skills, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team.
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Supervisory, Counselling and coaching skills
5. Demonstrated ability to maintain confidentiality within and outside the organization.
6. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

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.

MOHMS 185/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Lymphatic Filariasis (project)
Salary Band:	Band D
Salary Range:	\$14,428.13 - \$18,497.60 per annum
Duration:	3 years
Location:	Fiji Centre for Disease Control, Mataika House, Tamavua
Unit/Division:	Fiji Centre for Disease Control
Reports to:	Lymphatic Filariasis Coordinator
Subordinates:	Nil

The Position

The position assists in supporting lymphatic filariasis activities, and to work towards the sustainable elimination of lymphatic filariasis.

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 all logistic arrangements and support for the efficient delivery of LF activities.
2. Conduct surveys and assessments to assist towards the elimination of LF.
3. Conduct Data recording, verification and entry.
4. Assist with training and awareness for relevant personnel in program implementation.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All logistic arrangements are provided within agreed timeframes.
2. All survey and assessments are achieved, and meet the required targets.
3. All data entry information is accurate and entered within agreed timeframes.
4. Training and awareness sessions meet the required standards, and are delivered within agreed timeframes.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Diploma with relevant qualifications in Health related studies or project management from a recognized tertiary institution or equivalent, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

1. At least 1 year work experience in a similar field
2. Some experience in surveys and field work
3. Knowledge of data analyses and reporting

Skills and Abilities

1. Good communication and interpersonal skills and the ability to effectively liaise with others
2. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment
4. Capacity to utilise computer programs to support the operations of the department
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

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

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MOHMS 186/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Laboratory Manager – Fiji Centre for Disease Control
Salary Band:	Band I
Salary Range:	\$55,508.50 per annum
Duration:	5 years
Location:	Fiji Centre for Disease Control, Mataika House
Unit/Division:	Fiji Centre for Disease Control (Fiji CDC)
Reports to:	Head of Health Protection
Subordinates:	Laboratory Officers, Laboratory Attendant, Medical and Laboratory Students and Attaches

The Position

This position will be responsible for overall strategic planning and management of the National Public Health Laboratory at the Fiji Centre for Disease Control in provision of its essential diagnostic services and references testing to support the ongoing surveillance for priority communicable diseases in Fiji.

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. Responsible and accountable for daily operations to achieve best practices and organizational objectives, prioritizing quality and safety.
2. Ensure continuity, consistency and standardisation of services within each sections of the National Public Health Laboratory, including the Nadi laboratory.
3. Identify risks and threats to service delivery, resolve or make recommendation in a timely manner for good quality service delivery.
4. Oversee the Laboratory Quality Management System, including safety standards and practices in achieving ISO accreditation.
5. Identify, quantify required resources with consultations with Head of Health Protection to ensure efficient and effective performance and outcome of the Laboratory unit.
6. Provide high level technical advice, awareness and reports on laboratory results, testing and new technologies to the Ministry of Health and Medical Services and stakeholders.
7. Ensure information confidentiality and good customer service practice while adhering to Standard Operating Procedures, Laboratory policies and values of the Ministry of Health and Medical Service.
8. Conduct laboratory training and capacity building for officers in-house and in the respective health facilities.
9. Actively contribute to all department requirements, including planning, budgeting and corporate and social activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities as per the Business Plan are achieved within the required timeframe and in compliance with relevant policies, Acts & Legislations.
2. Staff performance is assessed and feedback provided by the agreed deadlines.
3. Reports are submitted in accordance with reporting standards and within the agreed timeframe.
4. Stock levels of laboratory consumables, reagents and equipment are maintained at an optimal level at all times to ensure the continuity of laboratory services.
5. All advice and processes are delivered within agreed timeframe, and compliant with relevant legislation and policies.
6. Participate in the corporate activities of the Ministry such as budgeting, planning, training and development and other administrative duties.

Person Specification

In addition to Bachelors in Medical Laboratory Science or equivalent from a recognised institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Proven experience in working in a medical laboratory, specifically microbiology and serology, with some experience at a supervisory level. Experience in molecular diagnostics and/or pathogen genomics is an advantage.
2. Sound knowledge of a Laboratory Quality Management System or similar including workplace and safety standards and risk management in a laboratory environment.
3. Knowledge of public health approaches and methods including surveillance, monitoring and evaluation activities.
4. Experience in liaising, coordinating and networking with external partners to achieve organisational outputs.

Skills and Abilities

1. Ability to lead, manage and work with a team environment from varied backgrounds.
2. Good analytical skills with the attention for detail when analysing data and contribute to solutions to complex problems.
3. Ability to manage resources during emergency situations such as disease outbreak, pandemics, and natural disasters.
4. Ability to capacity build and develop a team of workers.
5. Capacity to utilise computer programs to support the operations of the organisation.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility

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