

OPEN ADVERTISEMENTS – FIJI SUN 16 JULY 2022

MOHMS 205/2022



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Hospital Attendant
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Duration:	3 years
Location:	As per the needs of the Ministry of Health and Medical Services
Unit/Division:	Corporate Services
Reports:	Executive Officer
Subordinates:	Nil

The Position

The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

Key Responsibilities

1. Ensure that sufficient supply of oxygen/ medical air is available in the ward at all times.
2. Assist stores and BOC gases in the storage of oxygen/ medical air and also keep the area clean at all times
3. Take patients for x-ray, CT scan and when required by the wards accompanied by the nurse.
4. Transfer patients from helipad, theater, Emergency into the wards accompanied by a nurse.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards and ED to the morgue
7. Deliver daily report books, time books to the responsible supervisors.
8. Deliver food trolleys to all wards from kitchen on time and return clean food trolley.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient's safety.
3. Assign task is completed within timeline.
4. Participate in all corporate activities of the Ministry in a timely manner 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. Experience in a similar work environment.
2. Experience in care giving assistance to patients
3. Understanding of Occupational Health & Safety and Infection Control Policy
4. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Ability to effectively work within a team, with less supervision.
3. Ability to communicate in both verbal and written.
4. Service and customer oriented approach, with a commitment to assist at workplace as and when required.

Personal Character & Eligibility

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

NEW ADVERTISEMENTS – FIJI SUN 16 JULY 2022

MOHMS 206/2022



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Supervising Pharmacy Technician
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	Valelevu Health Center (1), Labasa Hospital (1), CWM Hospital (1), Vunisea Hospital (1)
Unit/Division:	Pharmacy / Northern / Eastern / Central
Reports:	Senior Pharmacist
Subordinates:	Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

The Position

The position is responsible for the management & operation of different units within the pharmacy department and ensures the effective and efficient delivery of high quality & progressive pharmacy service and medicine advice to produce optimum patient outcomes.

Key Responsibilities

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

1. Manage and supervise the processes of Inpatient Dispensing, Outpatient Dispensing, Extemporaneous Manufacturing and Clinical Pharmacy ensuring adherence to Good Pharmacy Practice Guidelines
2. Oversee and be responsible for the management of medicine stock including stock take, ordering,
3. Stock rotation, stock replenishment and distribution
4. Monitor unit personnel performance and ensuring staff are performing and achieve agreed outcomes
5. Prepare and submit unit reports
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human
7. Resource activities when required

Key Performance Indicators

Performance will be measured through the following indicators:

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 4 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility

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MOHMS 207/2022



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Medical Imaging Technologist
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	5 years
Location:	Tavua Hospital
Unit/Division:	Radiology/ Western
Reports:	Superintendent Medical Imaging Technologist
Subordinates:	Nil

The Position

The position is to support the clinical activities at the health facility through effective and efficient delivery of radiological services and is on standby after hours for emergency cases.

Key Responsibilities

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

1. Performing requested examinations and its activities in line with departmental protocols, safety procedures and guidelines.
2. Responding to and performing after hour's examination requests promptly.
3. Ensure that equipment are functioning and relevant consumables are available at all time.
4. Collect statistics for compiling and actively participates in quality improvement programs.
5. Actively contribute to the Ministry's corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities under examinations are accurately recorded and performed on a scheduled time.
2. All after hour's examinations are completed in a timely manner.
3. Timely collection of weekly and monthly statistics.
4. Equipment's are functioning and consumables are available with timely reporting and quality improvement activities are implemented.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Diploma or a Bachelor in Medical Imaging Science, registered and licensed under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience

1. At least 2 years of technical working experience in General Radiography.
2. Good knowledge of Ultrasound examination protocols to be able to work unsupervised.
3. Knowledge of relevant laws and legislations applicable to Radiology safety practices

Skills and Abilities

1. Demonstrated ability to work effectively within a team environment.
2. Demonstrated organizational and communications skills to be able to work with people of diverse background.
3. Demonstrated ability to promote best use of resources and time to achieve work outcomes.
4. Demonstrated IT and Microsoft office skills to support the department operations.

Personal Character & Eligibility

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MOHMS 208/2022



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Laboratory Assistant
Salary Band:	Band D
Salary Range:	\$14,428.13 - \$18,497.60 per annum
Duration:	5 years
Location:	Sigatoka Hospital
Unit/Division:	Laboratory/ Western
Reports:	Laboratory Technician
Subordinates:	Nil

The Position

The position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry of Health & Medical Services objectives.

Key Responsibilities

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

1. Ensure timely, accurate and reliable laboratory results while maintain client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPs and within agreed time frames.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Certificate in Medical Laboratory Technology the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge of the general safety within the laboratory, effective personal protective equipment use complies to and advocates laboratory polices and Standard Operating Procedures [SOPs];
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory.

Skills and Abilities

1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrate ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with commitment to supporting the operational corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 209/2022



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Instructor Dental Therapist
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Oral Health/CWM Hospital
Reports:	Dental Officer
Subordinates:	Dental Therapists, Dental Hygienists, Dental Technicians, Dental Attendants

The Position

The position is to provide administrative support to the Head of Department, team leaders in the Promotion and Implementation of National Oral Health Policy and Operational Business Plan of the Oral Health Unit to improve the Oral Health status of the population through effective planning, leading, coordinating, monitoring and evaluation of all Oral Health Programs and services provided as per strategic direction of the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Provide administrative support to Senior Dental Officers in the administrative matters, activities and programs under the direction of the Senior Dental Officers and as per the oral health unit business plan, along with recommendation for improvement in ensuring the efficient and effective processes of Dental Unit.
2. Ensure sustainability of endorse Oral Health Promotion/School programs through Coordinate Planning, close Monitoring and Evaluation, through consultations, periodical audits, utilization of updated data collation methods and analysis
3. Coordinate and provide logistics support for any CPD session for staff and important stakeholders as per Unit business plan
4. Ensure accurate records and information are maintained by the users of the Patient Information Data
5. Provide administrative directions to all subordinate staff
6. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development

Key Performance Indicators

Performance will be measured through the following indicators:

1. Satisfactory annual performance ratings achieved based on effective management of daily tasks and staff appraisal are implemented and evaluated, together with counseling and coaching resolved.
2. Percentage of programs undertaken as per Unit Business Plan, outcomes and achievement along with recommendation for improvements are reported to the Senior Dental Officer in a timely manner.

3. Number of programs evaluated and timely submission of periodic activity reports and analysis.
4. Number of trainings conducted as per oral health business plan.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Certificate/Diploma or a Degree in Dental Therapy or equivalent from a recognised university and be registered as a dental practitioner with a valid Annual Practice License with the Fiji Medical & Dental Council, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Proven consistent good records and experience as a Registered Dental Therapist
2. Understand organizational structure and processes related to clinical, public health, human resource, assets inventory and financial management system
3. Practical and working knowledge and experience of all aspects and functions of oral health service policy, procedures, protocols, service standards, clinical practice guidelines and regulations. [Laws and legislations required to practice dentistry in Fiji]
4. Promote best use of resources and time to achieve work outcomes
5. Understand and demonstrate good standard of practice and care to patients
6. Understanding of teams and how to work effectively within a team environment

Skills and Abilities

1. Demonstrated clinical competency within the scope of practice of Dental Therapist
2. Excellent communication skills and the ability to tactfully deal with staff within the required legislative and framework
3. Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment
4. Demonstrated ability to maintain confidentiality
5. Capacity to utilise computer programs to support the operations
6. Demonstrate commitment towards Quality Improvement and recommend solutions to any Risk Management Issues
7. Have the capacity to effectively Monitor and Evaluate the department's output
8. Demonstrated ability to provide regular feedback to management on staff performance with informed recommendations
9. Effective service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
10. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character & Eligibility

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MOHMS 210/2022



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Dental Therapist
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	Ba Health Centre
Unit/Division:	Oral Health/Western
Reports:	Dental Officer
Subordinates:	Dental Hygienists, Dental Technicians, Dental Attendants

The Position

The position is to provide Oral Health care services to patients in the clinic, special schools, Prisons, Senior Citizen Home and communities. The incumbent is expected to perform Preventive, Conservative and Curative services as per Dental Therapist scope of Practice.

Key Responsibilities

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

1. The position will achieve its purpose through the following responsibilities:
2. To provide clinical dental assessment, diagnosis and provide treatments to patients needing preventive, conservative and curative care and may refer oral pathology and complex surgical cases to the Oral Surgery Department as per clinical practice and infection control guidelines;
3. Work as an effective and professional member of the oral health team.
4. Prepare and deliver Oral Health Promotion Community outreach programs in special institutions, schools and the general community.
5. Participate in monitoring and evaluation activities of all oral health programs implemented.
6. Participate in collection and reporting of Monthly data reports.
7. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Clinical and Outreach Programs Targets are achieved as per the Oral Health Business Plan and in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Specific oral health programs are delivered (including oral examination, education, prevention and treatment provided to Antenatal Clinics, Maternal Child Health Clinics, Schools, Prisons, and Special Needs patients) as per CWM oral health business plan;
3. Satisfactory outcomes achieved across a range of measures including: biannual clinical audit of oral health services; Patient satisfaction survey;
4. Maintain clinic and resources stores (equipment, materials and consumables) to agreed standard to provide expected services (check stores weekly and submit request monthly).

5. Provide relevant and timely submission of data and reports on the type and number of standard and specialised services provided to monitor demand and service output (from the dental clinic and outreach/community, schools, prisons or specialist health clinics).
6. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Certificate/Diploma of Dental Therapy or Bachelor in Oral Health or equivalent, registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Practitioner, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Post graduate qualification in relevant field such as public health (desirable)
2. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
3. Familiar with relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
4. Maintain privacy and confidentiality of all patient or staff information and data.
5. Demonstrate effective and 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 practice guidelines and evidence-base data in providing dental therapy services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental therapists and effective capacity to carry out oral health promotion activities and programs.
3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
5. Ability to identify and refer any Risk Management Issues;
6. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character & Eligibility

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MOHMS 211/2022



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Stores Officer – Free Medicine Program
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	3 years
Location:	Fiji Pharmaceutical & Biomedical Services (FPBS)
Unit/Division:	Stores
Reports:	Principal Pharmacist, Free Medicine Program
Subordinates:	Packer, Free Medicine (9)

The Position

The position provides better accessibility of Free Medicine Program medications to patients registered for the program.

Key Responsibilities

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

1. Ensures the picking, packing and delivery of free medicine drugs to retailers and government health facilities are done in a professional and efficient manner.
2. Regular visitations to pharmacies both private and public sector to ensure availability of medications at all times
3. Assists in periodical stock take of drugs on the shelves with retailers and at the warehouse.
4. Ensures timely collection of dispensing forms from the retailers for fee reimbursement purposes.
5. Assists in the distribution of the Free Medicine Program Application forms on an as and when required basis.
6. Compilation and submission of monthly Free Medicine Program reports to Principal Pharmacist, Free Medicine Program.
7. Actively contribute to corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Percentage Accuracy of items packed for a given facility at a given point in time
2. The number of orders processed for various health facilities per month
3. The number of orders delivered to the facilities per month
4. Number of audits undertaken for Retail Pharmacies per month
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least three (3) years' experience in warehousing settings
2. Proficient knowledge of warehouse and warehouse management.

3. General Knowledge on the Free Medicine Program and Understanding of Fijian Constitution (2013).

Skills and Abilities

1. Demonstrate ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
2. Demonstrate ability to work effectively within a team.
3. Effective communication skills and the ability to tactfully deal with clients.
4. Demonstrate computer literacy skills.

Personal Character & Eligibility

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MOHMS 212/2022



Ministry of Health & Medical Services Role Description

Corporate Information:

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

The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative nursing services at the health centers, nursing station, hub centers, Community settings and sub divisional hospitals.

Key Responsibilities

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

1. Participate in the development of Sub-Divisional Business Plan and develop a Sub-Divisional Nursing Business Plan.
2. Work in collaboration with Sub Divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standards of practice.
3. Coordinate and assist with in Service Training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
4. Support and oversee/Supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationeries and stores in all health facilities.
5. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all Nurses and community Health Workers and collate, compile, and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-divisional medical Officer and the Director of Nursing.
6. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
2. All community nursing plans are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.

3. Quality public health reports including community Health worker reports are provided, and outcomes are actioned in a timely and effective manner.
4. Sufficient stock of items ensured at all times and minimal stock outs of all items (drugs, vaccines and consumables) experienced at the sub-divisional level.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

A Degree in Nursing with Midwifery certificate or equivalent and a valid practicing license from the Fiji Nursing Council. The position holder must have at least 5 years of public health nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
3. Knowledge and understanding of the primary health care and health promotion concepts.
4. Certified in IMCI/ Blue Book /NCD Toolkit Trained/ inventory Management Trained/ Pap smear
5. trained / Mental Health Gap/ TB Trained/ Family Health Trained/ EPI trained

Skills and Abilities

1. Demonstrated capacity and experience in working in collaboration with other teams within the subdivision and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilize computer programs to support the operations of the subdivision.
3. Good communication (Written & Spoken) and presentation skills including the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
4. Ability to coach, mentor and advise the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

Personal Character & Eligibility

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MOHMS 213/2022



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Library Assistant
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Duration:	3 years
Location:	Labasa Hospital
Unit/Division:	Administration / Labasa Hospital
Reports:	Administrative Officer
Subordinates:	Nil

The Position

To ensure efficient library operations and administration and to effectively maintain the library materials, records and services.

Key Responsibilities

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

1. Recommend on purchasing of new books and journals in consultation with the Medical Superintendent and Management.
2. Carry out cataloging and classification of library resources and ensure a current and accurate inventory of library materials
3. Maintain security of the library records, equipment and the general cleanliness of the library
4. Provide assistance in compiling and submitting Human Resource reports in a timely manner.
5. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All Library Books and Journals are regularly updated, recorded and classified for ease of reference that enhance friendly user system and in accordance with relevant policies and guidelines.
2. All library records are safely maintained and all assigned human resources activities is executed with in the agreed timeframe.
3. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a relevant qualification in Human Resource, Business Management, Public Administration, (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to perform the duties of this post:

Knowledge and Experience

1. An understanding of human resources practices at the work place with some experience is desirable.
2. Experience in the use of Microsoft applications in particular MS Word and MS Excel
3. An understanding of the Constitution of Fiji, the Employment Relations Act and all applicable work related regulations

Skills and Abilities

1. Good Time management skills and to meet tight deadlines
2. Ability to work within a team and contribute to the success of the team
3. Good communication skills, both written and verbal with an attention for detail when writing reports.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 214/2022



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Electrician
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Duration:	3 years
Location:	Eastern Health Services Divisional Office
Unit/Division:	Corporate Services
Reports:	Executive Officer
Subordinates:	Nil

The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Electrical works fixtures, equipment's, operation and backup generators in the Hospital.

Key Responsibilities

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

1. Coordinate and facilitate 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. Establish and maintain liaison with administration and professional staff regarding maintenance programs.
4. To ensure preventive maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
5. 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 five (5) years of experience in a similar working environment
2. 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.
5. Understanding of Fijian Constitutions (2013) and applicable laws of Fiji.

Skills and Abilities

1. Ability to detect, analyze 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. Demonstrated ability to work independently or as part of a team.
4. Ability to work under pressure with minimum supervision.
5. 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.

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.