

**MOHMS 197/2022**



**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; Allowance:</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>	CWM Hospital
<b>Unit/Division:</b>	Nephrology Unit / CWM Hospital
<b>Report 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.

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; Allowance:</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>	Rabi Health Centre
<b>Unit/Division:</b>	Northern Health Services
<b>Report to :</b>	SDMO Cakaudrove, DMO Northern
<b>Subordinates:</b>	Medical Officer

**Overview of the Unit**

The Hospital 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 Accountant – Fiji Pharmaceutical & Biomedical Services Centre (FPBS)
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services Centre(FPBS), Jerusalem Road
<b>Unit/Division:</b>	Accounts
<b>Report to :</b>	Direct - Head of Fiji Pharmaceutical & Biomedical Services Indirect – Head of Finance Asset Management Unit
<b>Subordinates:</b>	Accounts Officer, Assistant Accounts officer, Clerical Officers

### The Position

The position is responsible for the efficient management and operations of the financial services of Fiji Pharmaceutical & Bio- Medical Services. Ensure commitment and Compliance to good financial practices to enable the organisation to access quality, safe, effective and cost effective, essential pharmaceutical products and Bio-Medical Equipment for the people of Fiji.

### 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. Take lead role for preparing, Compilation, Submission and administer proper Management/ monitoring and utilization of Annual Budget.
2. Ensure Financial Reports are timely submitted to Director, senior managers and Headquarters. Interpret the financial reports to management and recommend for improvement activities.
3. To ensure timely payments of all local and overseas Suppliers in accordance to the financial practices.
4. Guide and provide FMIS In-House training (Workshop) for Senior Managers, Technical officers, and other sub-ordinates.
5. Counsel, guide and Develop internal programme (internal Audit) to ensure adherence to policies, finance instructions and agreed policies.
6. Participate in performance evaluation of finance staffs and conduct counselling sessions to identify skill development needs to improve financial operation efficiency.
7. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and Efficient management and monitoring of resources and budgetary allocations
2. Timely submission of accurate reconciliations and reports within set timeframes as specified in the Annual Operational Plans
3. Timely purchases and accurate payments processed in compliance within set procedures and legislations
4. Participation in the corporate activities of the ministry as and when required.

## **Person Specification**

In addition to Degree in Accounting (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 3 years' experience working in a Finance Environment.
2. Working Knowledge of Financial Management requirements, including the processing of expenditures within legislation and policy
3. Practical knowledge of anti-corruption approaches and methods
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

### **Skills and Abilities**

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

### **Personal Character & Eligibility**

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

**Corporate Information**

<b>Role:</b>	Occupational Therapist
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$40,553.70 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	St Giles Hospital
<b>Unit/Division:</b>	St Giles Hospital
<b>Report to :</b>	Medical Superintendent, Giles Hospital
<b>Subordinates:</b>	Nil

**The Position**

The position is responsible to provide practical advice and focused psychosocial intervention in order to help people overcome physical and mental problems that are the result of disability, injury, ageing or illness. It also provides and promotes psychosocial well-being in a group setting through activity based and therapy based groups.

**Key Responsibilities**

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

1. Facilitates development and rehabilitation of patients with mental, emotional, and physical disabilities by planning and administering bio psychosocial approach prescribed occupational therapy.
2. Meets the patient’s goals and needs and provides quality care by assessing and interpreting evaluations and test results and determining occupational therapy treatment plans in consultation with the multidisciplinary team.
3. Implements programs involving manual arts and crafts, practice in functional, community meeting, pre-vocational, vocational and homemaking skills and fosters activities of daily living.
4. Promotes maximum independence by selecting and constructing therapies according to individual’s physical capacity, intelligence level, and interests.
5. Prepares patient for return to employment by consulting with employers; determining potential employee difficulties; retraining employees; and helping employers understand necessary physical and job accommodations.
6. Evaluates results of occupational therapy by observing, noting, and evaluating patient’s progress and recommending and implementing adjustments and modifications.
7. Design and implement therapeutic plan and discharge planning process through instructing patients, families, and caregivers in home exercise programs; recommending and/or providing assistive equipment and recommending outpatient or home health follow-up programs in consultation with physicians, nurses, social workers, counsellors and other members of the multidisciplinary team.
8. Documents patient care services by charting in patient and department records.
9. Maintains safe and clean working environment by complying with procedures, rules and regulations.

10. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks, and participating in professional societies.
11. Develops occupational therapy staff by providing information and developing and conducting in-service training programs.
12. Actively contribute in corporate activities of the Ministry including planning, budgeting and selection activities when required.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Rehabilitation program provided within the agreed timeline in accordance to the compliance of bio psychosocial approach and employment legislation.
2. Therapeutic plan by designing discharge planning process within the agreed timeline in accordance to the rehabilitation or recovery process.
3. Compliance of Policies, Protocols, Guidelines and relevant Acts at all times with reports are provided within the timeline in accordance to the reporting structures.
4. Effective contribution in all assigned Corporate activities whenever required.

### **Person Specification**

In addition to a recognized Degree in Occupational Therapy **or equivalent** to a Bachelor in Health Science either Medical, Nursing or allied Health Worker. Registered with the Fiji Medical Council or Fiji Nursing Council. The following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

#### **Knowledge and Experience**

1. At least 6 months experience in conducting Occupational Therapy to patients with mental health problems or general health.
2. Sound knowledge and experience in leading and facilitating group therapy
3. Have knowledge of strength based approach and recovery focused care.
4. Sound knowledge on the application of psychosocial well-being.
5. Experience in delivering outcome focussed psychosocial care.
6. Good sound knowledge on Mental Health Act 2010, Clinical Practice Guideline 2009, and Standard Operating Procedure 2017.

#### **Skills and Abilities**

1. Demonstrate ability to assess patients using the Psychosocial Assessment and Recovery approach.
2. Ability to engage patients in recreational activities that supports the recovery process.
3. Ability to manage group dynamics and other psychosocial therapy such as family therapy, social, case management, counselling and one to one therapy.
4. Demonstrate ability to work effectively within a team.
5. Ability to communicate effectively through written or oral.
6. Ability to promote recovery and a strength based approach.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment or the organization.

#### **Personal Character & Eligibility**

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# MOHMS 201/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	National Health Emergency Coordinator
<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>	Dinem House, Headquarters – Suva
<b>Unit/Division:</b>	National Health Emergency & Climate Change Unit/Health Protection
<b>Report to :</b>	Head of Health Protection
<b>Subordinates:</b>	Project Posts (x 2) – CCH/FEMAT

### The Position

The role of the position is to plan and coordinate the Fiji National Health Emergency & Disaster Management Action Plan (HEADMAP), the Climate Change & Health Strategic Action Plan and monitor the implementation these Plans. The role also supervises the National Emergency Medical Team Initiative (EMT/FEMAT). The position's other roles include financial, budgeting, programming, possible human resource development; and conducting appropriate Climate Change, Health Emergency & Disaster Risk Reduction & Management training to equip MoHMS Staff for appropriate responses.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Formulation of Climate Change, Health Emergency & Disaster Risk Management policies, plans and procedures
2. Provide advise senior management on Climate Change, Health Emergencies and Disasters situation within the region and in Fiji.
3. Supervise the operations of HEOC
4. Coordinate the Fiji National Health Emergency & Disaster Management Action Plan (HEADMAP), the Climate Change & Health Strategic Action Plan and monitors the implementation these Plans
5. Supervises the National Emergency Medical Team Initiative (EMT/FEMAT) which includes trainings, deployments and procurement.
6. Provide capacity building for staffs in disaster management, FEMAT and CCH
7. Coordinate medical staff tour of duty with military detachments
8. Coordinate medical outreach under the Universal Health Care initiative
9. Coordinate and liaise with Government Shipping services for usage and engagement of MV Veivueti

### Key Performance Indicators

Performance will be measured through the following indicators:

1. The Climate Change, Health Emergency and Disaster Risk Management policies are developed and reviewed and services are delivered and are compliant with the policies, and within agreed timeframes.
2. All reports are submitted on the standard required within the agreed timeframes.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
4. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

### **Person Specification**

In addition to a Degree in Environmental Science/Disaster Management/Climate Change or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Sound Knowledge of the existing Disaster Management Framework within ministry and also the overarching frameworks that links the ministry to other stakeholders
2. Sound experience and knowledge in operating a command center and knowledge of incident command systems
3. Have an understanding of how the cluster system works
4. Sound knowledge of international, regional and national frameworks for Disaster management and Climate Change
5. Knowledge and experience in Windows operating system programs (Word, Excel etc.)
6. Possess basic knowledge in HEOC operations
7. Experience in post disaster/health emergency response

### **Skills and Abilities**

1. Demonstrated ability to set up, manage, and operate an Emergency Operation Center
2. Ability to multitask and network with stakeholders and cluster members for efficient and effective response to disaster and emergency
3. Ability to plan and implement trainings and simulation as well as exercises and educational and community outreach programs
4. Review and analyze plans and procedures and making recommendations for revisions
5. Conduct risk and threat assessments and advise local officials regarding their disaster mitigation, response, and recovery procedures
6. Ensure preparedness through the availability of equipment and supplies and the availability of staff and facilities
7. 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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## Ministry of Health & Medical Services

### Role Description

#### Corporate Information:

<b>Role:</b>	High Grade Medical Imaging Technologist
<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>	CWM Hospital
<b>Unit/Division:</b>	Radiology/Central
<b>Reports:</b>	Supervisors (2)
<b>Subordinates:</b>	Medical Imaging Technologist

#### The Position

The purpose of the position is to support Radiological clinical activities for efficient and effective delivery of services aligned with the Ministry plans.

#### Key Responsibilities

Working with Relevant staff and service providers, in accordance with legislative requirements:

1. Schedules patient appropriately and performs special examinations in accordance with radiological protocols and guidelines and ensures that they are adhered to.
2. Record and report equipment technical faults, structural defects and consumables to Supervisors for rectification in a timely manner.
3. Collect and submits the units weekly and monthly reports to supervisors.
4. Actively conducts supervision and training for subordinates and students and participates in Continuous Professional Development.

#### Key Performance Indicators

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

1. All agreed activities under examinations are completed and delivered in a scheduled time.
2. Ensure equipment and machines are operational and safe practices are carried out at all times.
3. Quality reports are provided and outcomes are actioned in a timely manner.
4. Effective and timely supervision of subordinates and students to ensure individual work plans are met.

#### Person Specification

In addition to a Bachelor in Medical Imaging Science, registered and licenced 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. More than 10 years of technical working experience in general radiography and ultrasound with good knowledge of the units work processes to be able to carry out the organizational activities required of this position.
2. Excellent knowledge and experience of Radiology equipment and Picture Archiving and Communication System along with Radiology Information System.

3. Good experience in supervision and training.
4. Good knowledge of radiological equipment quality assurance and control.
5. Knowledge of Radiation Health Act and Fiji Society of Medical Imaging Decree 2009.

### **Skills and Abilities**

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
2. Appropriate Microsoft office skills suitable for the role and level to be able to collect and compile data.
3. Demonstrated supervisory and training skills to be able to effectively train subordinates.
4. Demonstrated ability to analyse and resolve complex problems.
5. Demonstrated ability to promote best use of resources and time to achieve work outcomes.

### **Personal Character & Eligibility**

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# MOHMS 203/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information:

<b>Role:</b>	Plumber
<b>Salary Band:</b>	Band D
<b>Salary Range:</b>	\$7.50 - \$9.61 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Corporate Services
<b>Reports:</b>	Supervisor Higher Grade
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Plumbing works at CWM Hospital.

### Key Responsibilities

1. Maintain repair works for all plumbing related works.
2. Establish and maintain liaison with administration and professional staff regarding plumbing maintenance programs.
3. Plan and organize time, cost 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.
4. Maintain the workshop upkeep and proper storage of plumbing materials
5. To ensure preventive plumbing maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
6. Train and supervision of Trade Assistant and Trainees.
7. Actively contribute to all cooperate requirements of the Ministry where required.

### Key Performance Indicators

1. All assigned duties completed on time, align to the required budget and to accepted standards
2. Timely and accurate submission of plans and reports
3. Full compliance to OHS requirements and policy

### Person Specification

In addition to a Trade Certificate qualification in Plumbing or equivalent and the following Knowledge, Experience, Skills and Abilities to successfully undertake the role of the position

### Knowledge and Experience

1. 3years experience in the similar role.
2. Knowledge of working with tools for plumbing and experience with materials needed for maintenance, repairs and installation
3. Knowledge of Occupational Health & Safety
4. Knowledge of proper maintenance of working area and safety protocol

### **Skills and Abilities**

1. Ability to meet deadlines within a timeframe
2. Ability to communicate effectively both verbal & written and work within a team.
3. Demonstrated ability to plan, organize plumbing work schedule effectively
4. Identifies and utilizes resources effectively and responsibly.
5. Takes a problem-solving approach when faced with challenging or difficult situations

### **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>	Seamstress
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Corporate Services
<b>Reports:</b>	Executive Officer
<b>Subordinates:</b>	Nil

### The Position

The purpose of this role is to ensure that sufficient supply of linens, curtains, bed sheet, pillow cases, gowns, tray cover, trolley cover are available at all times.

### Key Responsibilities

1. Providing sewing and cutting of bed sheets, draws sheets, pillow case, gowns, aprons, tray cover, dressing towel.
2. Labelling of towel, blankets, mosquito net before dispatch to the ward
3. Mending of garments and update of tally card
4. Receive orders from ward sister and issue with issue voucher
5. Sew curtain for other Health Facility when need arises
6. Actively contribute to the Ministries corporate requirements.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and timely sewing of linen, pillow case, bed sheet, curtain, tray cover.
2. Ensure proper labelling towel, blankets, mosquito net, linen and curtain before despatch to the respective ward or unit
3. Timely reporting of any unusual occurrences or machine breakdown to Administration Unit
4. Actively contribute to the Ministry corporate activities 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 perform the duty of the post.

### Knowledge and Experience

1. At least 3 years' experience in a similar work environment
2. Working knowledge and experience in proper handling and using of sewing machine
3. Understanding of Occupational Health and Safety in the workplace.

**Skills and Abilities**

1. Ability to plan and organize work on a daily basis
2. Demonstrate ability to work as a team
3. Effective verbal and written communication skills
4. Effective time management skills
5. Service oriented approach with commitment to supporting the operational goals 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.

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.

# RE-ADVERTISEMENTS – FIJI SUN 09 JULY 2022

## MOHMS 60/2022



### Ministry of Health & Medical Services

#### Role Description

##### Corporate Information

<b>Role:</b>	Consultant
<b>Salary Band:</b>	Band M
<b>Base salary &amp; Allowances:</b>	MOCA B: Base: 103,445.90 + On Call Allowance: 15,516.88 + Environmental Allowance 15,516.88 = F\$134,479.67
<b>Duration:</b>	5 years
<b>Location:</b>	Radiology Unit
<b>Division:</b>	CWM, Lautoka and Labasa Hospital
<b>Reports to:</b>	Medical Superintendents
<b>Subordinates:</b>	Chief Medical Officers

##### Overview of the Hospital

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

##### The Position

The position, HOD Radiology supports and assists the Medical Superintendent in the provision of high quality services in the field of Radiology, consistent with the values of the Ministry of Health and Medical Services.

##### Key Responsibilities

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

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

## **Key Performance Indicators**

Performance will be measured through the following indicators:

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

## **Person Specification**

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

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

## **Knowledge and Experience**

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

## **Skills and Abilities**

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

## **Selection Criteria**

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
1. 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. **The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.** The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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