

NEW ADVERTISEMENTS – FIJI SUN 25 JUNE 2022

MOHMS 187/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	National Surveillance Coordinator
Salary Band:	Band G
Salary Range:	\$28,605.45-\$38,140.60 per annum
Duration:	3 years
Location:	Fiji Centre for Disease Control, Mataika House, Suva
Unit/Division:	Fiji Centre for Disease Control (Fiji CDC)
Reports to:	Head of Health Protection
Subordinates:	Divisional Surveillance & Response Officers

The Position

The position of the National Surveillance & Response Coordinator is to coordinate communicable disease surveillance to manage communicable disease incidence and transmission in the community through good surveillance, analysis of risks, and raising of public health awareness of risks.

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. Design, develop and implement programs plans and projects to support and enhance communicable disease surveillance systems in Fiji.
2. Provide timely analyses and reporting of communicable disease surveillance data.
3. Ensure that staff are performing and that all activities are aligned with the Unit Plan in order to meet business objectives.
4. Conduct quarterly site visits to health facilities to build capacity on communicable disease surveillance.
5. Coordinate relevant communicable disease committees and meetings.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed projects (outlined in the Business Plan), are planned, implemented, meet the scheduled timeframes, and monitored and evaluated for effectiveness.
2. All reports are accurate and submitted within the agreed timeframes.
3. Effective and timely management, and regular monitoring of staff performance and attendance to enable business continuity, and delivery of quality services.
4. Site visits are conducted, and reports are submitted in a timely and effective manner.
5. Quality committee and meeting secretariat services are provided, and outcomes are actioned in a timely and effective manner.

Person Specification

In addition to undergraduate degree in Environmental Health, Science or Public Health/Nursing or equivalent from a recognized tertiary institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of divisional surveillance & response officer.

Knowledge and Experience

1. At least 3 years of experience in surveillance or research
2. Sound knowledge on Public Health, Epidemiology, and infectious disease surveillance
3. Sound knowledge of disease outbreak investigation and field work
4. Sound knowledge of surveillance data analyses and reporting
5. Experience in leading and managing small teams.

Skills and Abilities

1. Strong communication and interpersonal skills and the ability to effectively consult 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

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.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Non Communicable Disease (NCD) Project Officer
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	3 years
Location:	Northern Health Services
Unit/Division:	Non- Communicable Disease Unit
Reports to:	Divisional Medical Officer
Subordinates:	Nil

The Position

The position is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all Non-Communicable Disease Prevention Programs and its related activities at the Divisional and Sub-Divisional Level.

Key Responsibilities

1. To provide secretariat support and contributes to Divisional Non Communicable Disease (NCD) Committee, PEN (Package of Essential Non Communicable Disease) Core Working Group (CWG) and other small working groups related to NCD/ Wellness.
2. To coordinate and conduct Health Education on Lifestyle Risk Factors, Advocate on NCD Prevention and Awareness and promote wellness programmes at various settings namely workplaces, schools, villages, settlements, faith based organizations, municipalities and sporting venues.
3. Provide Technical support to assist subdivisions to conduct mini-STEPS screening of their adult populations: 25% of adults >30 years age.
4. Provide technical, administrative and funding support through receiving proposals to assist Subdivision in conducting community based activities addressing Wellness Promotion and Lifestyle Behavioral Risk Factors (diet, tobacco, physical activity, obesity) targeting population subgroups in settings (church, workplace, schools, villages, settlements, sports, municipalities).
5. Coordinate Continual Assessments of Multidisciplinary functions of SOPD Clinic/Foot Care Clinic and the full implementation of PEN Model Concept in all Sub-Division Health Facilities.
6. Assist in conducting small scale research/analysis, audits, surveys under the oversight of Divisional Medical Officer and National Advisor NCD.
7. Coordinate, Organize and Facilitate In -Service Staff Training Program to all cadres (Medical Officers, Nurses, Dieticians, etc.) related to NCD Toolkit, Motivational Interview, Diabetes Retinopathy, Diabetes Management Guidelines, Cardiovascular Guidelines, Foot Care & Foot Assessment, PEN Model, Wellness Promotion, 7D Wellness Projects and other NCD related topics.

Key Performance Indicators

1. NCD/ Wellness Screening and SNAP Counselling conducted through setting based for 30yrs and above for early detection, risk assessment, behavior change counselling, clinical management, and rehabilitation for targeted NCDs are reported and updated quarterly.
2. Bi – Annual Assessment of Multidisciplinary functions of SOPD Clinic/Foot Care Clinic and the full implementation of PEN Model Concept in all Sub-Division Health Facilities against CVD / DM Guidelines conducted and reports disseminated.

3. Ongoing In- Service Training for Staff to ensure effective treatment and continuum of care are implemented within the agreed timeframes.
4. Effective and Efficient NCD/ Wellness Intervention Activities and Programs delivered in the Division within available funding allocations and resources.
5. Project Proposals on Trainings and Intervention Activities for staff and community awareness are received, processed, implemented, monitored and reviewed in a timely manner.
6. Timely Submission and Dissemination of reports to Director Wellness/National Advisor NCD via Divisional Medical Officer.
7. Active participation in the corporate activities of the Ministry as and when required

Person Specification

In addition to a Post graduate qualification in Public Health (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 5 to 10 years related work experience in managing public health
2. Experience in fostering collaboration, networking and working in partnership with any government department, non- governmental or private sector
3. Experience in writing project proposals, costed budget, technical reports and financial acquittals.
4. Knowledge of basic procurement and public finance regulations

Skills and Abilities

1. Demonstrated ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet tight deadlines.
3. Demonstrated ability to work co-operatively and effectively; and analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Ability to effectively use computer programs to support the effective operations of the program.
5. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole.
6. Ability to monitor and evaluate program activities and plans
7. Effective training development, delivery and evaluation skills

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Enforcement Officer (Project)
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24, 412.50 per annum
Duration:	3 years
Location:	Health Headquarters, Namosi House / Western Health Services
Unit/Division:	Environmental Health Unit
Reports to:	Tobacco Control Enforcement Officer/Sub-divisional Health/Inspector/Manager Tobacco Control Enforcement Unit
Subordinates:	Nil

The Position

The core function of the Ministry of Health & Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji. The Ministry is committed to improve primary, secondary and tertiary healthcare. The Ministry of Health & Medical Service is obliged to ensure accessible, equitable and affordable health services to all citizens of Fiji without discrimination.

Key Responsibilities

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

1. Ensure standard operating procedures are followed for all bookings and charging of persons violating the Tobacco Control Act and Regulations;
2. Organize and carry out inspections, investigations and booking of offenders;
3. Work closely with other law enforcement agencies on matters of equal interest including filing and execution of legal documents and obtaining case updates from court registries within the Division and preparation of Witnesses Statements;
4. Appear for formal proof and cross examination in the Magistrates Court;
5. Assist in conducting community awareness programs related to tobacco-free initiatives;
6. Ensure all Tobacco licenses and Registration applications are recorded and facilitated for processing within the agreed time line;
7. Submit reports of enforcement, prosecution and community awareness programs conducted within the Division as required;
8. Provide a high level of customer service to clients and the general public; and
9. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that standard operating procedures for all bookings and charging of persons violating the Tobacco Control Act and Regulations are followed;

2. Ensure all planned and agreed activities in relation to Tobacco enforcement are implemented within the agreed time frame.
3. Ensure all Tobacco licenses and Registration applications are recorded and facilitated for processing within the agreed time line.
4. Ensure that all reports and case files provided to supervisors in a timely manner to the required standard;
5. Conduct community awareness programs related to tobacco-free initiatives are conducted to the required standards and timeline; and
6. Contributions to all corporate requirements of the Ministry, including planning, budgeting and selection activities are actively undertaken as required.

Person Specification

In addition to a Diploma in Environmental Health, Law, or equivalent work experience, in health or legal field the following knowledge, experience, skills and abilities are required to successfully undertake this role. A certificate in prosecution is desirable.

Knowledge and Experience

1. At least 3 years' experience in a legal enforcement, prosecution, or Environmental Health field;
2. Practical working experience in field operations working with communities / conducting community awareness;
3. Experience and Knowledge of prosecution procedures, booking of offenders, court protocols and preparations of court documents.
4. Understanding of the various Laws and relevant legislation related to Tobacco Control Act and regulations and prosecution.
5. Good knowledge of World health Organization Frame work convention on Tobacco control and its impact on population health.

Skills and Abilities

1. Strong oral, written communications and Computer skills to support the operations of a complex organization;
2. Ability to deal with people within the required legislative framework and to present self in court with confidence.
3. Demonstrate ability to present in public settings such as community, schools or villages whilst maintaining confidentiality.
4. Demonstrated ability to work cooperatively within a team, follow instructions, and meet deadlines whilst working in a stressful situation including long hours.
5. Proficient skills and abilities in investigations and prosecution skills.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character and Eligibility

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

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Assistant Health Inspector
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	5 years
Location:	Savusavu Health Office
Unit/Division:	Environmental Health Unit/All Divisions
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
3. Assist customers by providing information and advice in accordance with relevant Public Health legislations and policies.
4. Submit reports to supervisors on the implementation of the Environmental Health activities in accordance with the reporting standards in a timely manner.
5. Contribute to the corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The planned Environmental Health activities are conducted in timely manner and in accordance with the relevant Public Health legislations and policies.
2. Information and advice provided to customers and stakeholders are based on policy and relevant Public Health legislations within the agreed timeframe.
3. Reports are submitted within the agreed timeframes, and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Diploma in Environmental Health or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of the post:

Knowledge and Experience

1. A good understanding and some experience in Environmental Health activities required under the Local Environmental Health Programs.
2. Understanding of the 2013 Constitution and other legislations such as Public Health Act, Health and Safety at the Workplace (HASAW) Act and Environmental Health Act.
3. Proficient in the use of Microsoft applications such as MS Word, MS Excel, MS PowerPoint.

Skills and Abilities

1. Good networking and negotiation skills.
2. Good communication skills both written and verbal.
3. Ability to write reports with an attention to detail and accuracy of information.
4. Ability to work as a team to meet strict deadlines.
5. Service oriented approach with the commitment to supporting the corporate environment of the organization.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Systems Analyst (Service Desk)
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	3 years
Location:	Health Headquarters, Dinem House
Unit/Division:	Digital Health
Reports to:	Manager Information Technology, Senior Systems Analyst
Subordinates:	Nil

The Position

The incumbent will be responsible for management of ICT Service Desk and Applications in Ministry of Health and Medical Services.

Key Responsibilities

1. Manage ICT Service Desk activities, communication with various stakeholders, workloads, escalation, website management, incident management, knowledge base and project management.
2. Gather and analyse software and hardware requirements and initiate procurement procedures or design as and when required.
3. Ensure maximum uptime of ICT Systems and Services and work with ITCS to maintain data integrity and security in Active Directory.
4. Performs as a project lead and provide briefing to and direct Service Desk staff on assigned projects; conduct staff performance and ensure staffing and skill levels are maintained.
5. Work closely with Product Managers and other teams to ensure activities from Annual Business Plan are executed on time.
6. Provide technical training, guidance and resource support for end users and departmental staff.
7. Assist the Digital Health Unit in preparation of monthly project update reports as well as financial reports on a timely basis; prepare documentation and procedures for processes and tasks.
8. Participate in all corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth management and implementation of ICT Service Desk, hardware, other Support Services within the agreed timeframes.
2. Ensure compliance for Service Desk through various methods as defined in ICT Compliance Documents.
3. Ensure minimum turnaround time for all Service Desk activities.
4. Timely and effective management, and regular monitoring, evaluation and reporting of ICT Staff and Support Services.
5. Active participation in corporate activities as and when required

Person Specification

In addition to Bachelor's degree in Computing Science, Information Technology from a recognized institution or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Proven experience in systems analysis/systems administration
2. Experience in conducting Software Trainings and User Acceptance Testing.
3. Experienced in System Integration, Data Management, and Project Management techniques.
4. Experience in prioritising work assignments in a resource constrained environment to meet strict timelines.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Proficient in the use of IT systems and to manage change to achieve organisational goals.
2. Demonstrated innovative skills with the ability to for attention to detail in order to make improvements to IT systems.
3. Demonstrated ability to effectively work in a team.
4. Ability to maintain confidentiality of information.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with a high level of customer satisfaction

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Stores Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	3 years
Location:	CWM Hospital
Unit/Division:	Corporate/ Central Division
Reports to:	Principal Administrative Officer, Administrative Officer
Subordinates:	Storeman - 3

The Position

The position is responsible for the supervision of stores on consumables, stationery, domestic rations, medical gas and donations enhancing quality efficient and effective health 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. Identify and plan purchasing need for hospital general stores and rations, pharmaceutical and clinical products with relevant stakeholders.
2. Raising of Indents & Local Purchase Orders (LPOs) and working with suppliers regarding order enquiries.
3. Monitor, update and communicate with program managers on estimated time of arrival of pharmaceutical & clinical products.
4. Ongoing liaison in consultation with Fiji Procurement Office Logistic Management Unit and relevant stakeholders for procuring of goods.
5. Assist the Tender team with Tender activities.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All purchasing needs are identified, and the Purchasing plan is implemented within the agreed timeframes, compliant to specifications, processes, legislations and policies.
2. All indents & LPOs are processed with appropriate suppliers within the timeframe to ensure timely delivery of products to hospital facility departments.
3. Accurate and timely reports are submitted, including outcomes and action items.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Diploma in Accounting/Economics/Finance /Management/Business or equivalent; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least three (3) years' experience in a procurement setting conducting mass purchasing
2. Sound knowledge and understanding of procurement processes and supply chain management
3. Knowledge and understanding of the relevant procurement laws.
4. An understanding of Occupational and Health & Safety at the Work Place.

Skills and Abilities

1. Demonstrated ability to effectively work within a team
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Must possess sound analytical and problem solving skills
4. Service oriented approach, with a commitment to supporting department business plan
5. Capacity to utilize basic computer programs to support operations of the department/health facility

Personal Character and Eligibility

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Ministry of Health & Medical Services

Role Description

Role:	Executive Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	3 years
Location:	Sigatoka Hospital
Unit/Division:	Corporate Services, Sigatoka Hospital
Reports to:	Direct - Sub-Divisional Medical Officer Indirect – Senior Administrative Officer, Western Health Services
Subordinates:	Clerical Officer, Steno Typist, Government Wage Earners

Position Purpose

The Executive Officer will provide the highest standard of support services with regards to human resource management, finance and general services management to the subdivisional medical officer and staff.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide support and advice on human resource, finance and general services.
2. Ensure that support staff perform all delegated tasks and are met within the given timeframe.
3. Prepare and submit human resource, finance and general service's reports according to the standard reporting structures in a timely manner
4. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Support staff activities are supervised and performance assessment is conducted in a timely manner.
4. Participation in the corporate activities of the ministry as and when required.

Person Specification

In addition to a Diploma in Human Resource Management, Public Administration, Industrial and Employee Relations or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Proven experience working in organisation dealing with human resources management, finance and general services or in a similar work environment.
2. Experience in the use and application of the relevant legislations governing employment relations, OHS, industrial relations, finance, procurement and asset management.
3. An understanding and experience in all aspects of ordering procuring and managing stock and inventory.
4. Experience in the use of computers, office equipment and the Microsoft Office applications.
5. An understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to work independently, in a team environment.
2. Ability to determine competing priorities and plan, organize work activities to meet agreed goals and strict timelines.
3. Proven ability to effectively supervise and assess staff performance.
4. Ability to communicate well both verbal and written with an attention for detail to ensure accuracy of data and reports.
5. Ability to network and form partnerships with stakeholders to achieve organisations goals.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility

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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
Duration:	5 years
Location:	Lomaloma Health Centre
Unit/Division:	Nursing / Eastern 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:

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 other deployments.
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 Indicator

1. Ensure reports are submitted with agreed timeframe 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. Understanding the Nursing Decree 2011 in conjunction with the Fijian constitution 2013.
6. Must have good communication skills and to possess a good command of spoken and written English.

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. Service oriented approach, with a commitment to supporting the operational/corporate environment of the MOHMS organization.

Personal Character and Eligibility

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MOHMS 195/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader Clinical
Salary Band:	Band G
Salary Range:	\$28,605.45- \$38,140.60 per annum
Duration:	5 years
Location:	Lakeba Hospital
Unit/Division:	Nursing / Eastern Division
Reports to:	Sub Divisional Nursing manager hospital
Subordinates:	Registered Nurse

The Position

The purpose of the team leader position is to support the Sub Divisional Hospital Nurse Manager in providing daily clinical leadership in the respective units and ensuring the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines

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. Provide clinical leadership for nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the Sub Divisional Hospital Nurse Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
3. Supervise and monitor care provided by junior staff and learners and to contribute to the development of relevant policies and ensure accurate documentation and effective communication.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Effectively ensures documentation and records management of patients and nursing care plans as per guideline/policy.
7. Actively supports the Sub Divisional Hospital Nurse 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. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Collaborates with the Sub Divisional Hospital Nurse Manager to deliver effective and timely reporting of monthly CMRIS and Nurses monthly, quarterly and Annual report; are provided and outcomes are actioned in a timely and effective manner.

4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

Person Specification

In addition to a Diploma in Nursing and Post Graduate qualification in Public Health Nursing or equivalent, with at least 5 years of hospital nursing experience, 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. Demonstrated ability to work in a similar area with knowledge of management and how these functions are achieved through the nursing activities with 3 to 5 years' experience.
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems, infection control and experience in the implementation of new systems and introduction of significant change.
5. Must have good communication skills and to possess a good command of spoken and written English.

Skills and Abilities

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills.
2. Demonstrate ability to actively contribute to ministry requirements
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character and Eligibility

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

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