

OPEN ADVERTISEMENTS – FIJI SUN 27 AUGUST 2022

MOHMS 257/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Dietician
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	5 years
Location:	As per the needs of the Ministry of Health and Medical Services
Unit/Division:	Dietetics & Nutrition
Reports to:	Senior Dietician, Supervisor Dietitian
Subordinates:	Nil

The Position

The position contributes to planning, delivery and monitoring of the hospital food services through provision of nutritionally adequate meals within the allocated budget to patients and staff for their wellbeing, effective clinical dietetics through effective nutritional counselling and assessment to all inpatients through dietary modifications to combat their various complications and to ensure that they lead a healthy lifestyle and responsible for efficient and effective public health activities through effective nutritional promotions activities across life course.

Key Responsibilities

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

1. Oversee, provide and market nutrition, health and wellness programs to the communities and health facilities within the subdivision
2. Establish strategic partnership with local groups, NGOs, FBO, fitness Centres, schools, hospitals, clinics and business for effective implementation of nutrition across multiple target groups
3. Conduct and participate in maternal health programs, school health programs, screening and other national nutrition programs and awareness in the communities
4. Tailor nutrition messages and programs to meet the market's demographic and unique needs
5. Provide nutrition services and medical nutrition therapy integrated with the patient's medical goals at subdivisional clinical facility
6. Evaluate, interpret, monitor and document nutritional status and needs of hospitalized patients and outpatients using established standards of care and practise guidelines
7. Instruct patients, families and health care staff in individualized diet therapy, general nutrition and/or clients in cooperation with health care staff
8. Identify and provide age-specific nutrition counselling to meet recommended and cultural needs
9. Planning meal programs and menus in food service settings, including hospitals, cafeteria and schools
10. Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards
11. Overseeing and supervise support staff performing the business tasks of managing a dietary/ meal request
12. Conduct and provide input into evaluation of activities and plans, prepare and administer budgets for food, equipment and supplies

13. Plan and prepare proposals to request program funding and comply with Nutrition Services meeting and attendance standards.
14. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective patient management, services and programs delivered in compliance with relevant procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Ensure better management of resources with proper documentation
4. Reports are submitted within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement
5. Active participation in the corporate activities of the Ministry as and when required

Person Specification

In addition to Diploma in Dietetics and Nutrition (or equivalent) or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Dietician

Knowledge and Experience

1. Experience of 1-2 years will be an advantage
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, procurement, menu planning principles and practices.
4. Food Safety and Inventory program and management

Skills and Abilities

1. Effective dietetics and nutrition development, 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. Computer literate with at least Microsoft Word, Outlook and PowerPoint
5. Strong verbal and written communication skills
6. Good knowledge and skills on Food Works Software.
7. Service oriented approach with the commitment to supporting the 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.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Secretary
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Headquarters
Duration:	3 years
Unit/Division:	Executive Support Unit
Reports to:	Head of Executive Support Unit
Subordinates:	Nil

The Position

The incumbent will be responsible for providing effective and efficient secretarial and administrative services to the Permanent Secretary for Health and Medical Services.

Key Responsibilities

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

1. Provide an effective and efficient secretarial and administrative support services to the Permanent Secretary for Health, and Medical Services.
2. Provide administrative support, including attending to telephone calls, travel arrangements, receiving and dispatch of official correspondences, communication with key stakeholders and filing of documents.
3. Ensure visits to the Permanent Secretary for Health and Medical Service's Office are properly facilitated. Hosting of overseas and local officials for tea, lunch or dinner.
4. Organise meetings, including overseas and local meetings and provide administrative support to meetings including the compilation of required documents.
5. Screening, registering and filing of correspondence and emails. Drafting, composing and
6. preparing correspondences for the Permanent Secretary for Health and Medical Service's
7. Office.
8. Attending to the visitors, appointments and meetings and conduct background search as and when required.
9. Maintaining a good relationship with the Minister for Health and Medical Services, PSHMS senior staff/colleagues and Ministry of Health Stakeholders. Custodial safe-guarding of confidential and 'secret' matters.
10. Actively participate in all corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Achievement of targets in the individual work plan.
2. All official records managed and filed in accordance with legislative requirements and approved
3. Ministry policies and procedures are adhered to in all administrative undertakings.
4. Timely submissions of factual and accurate reports and programme documentation.
5. Meetings and travel organised efficiently and effectively.

6. Actively participate in corporate activities of the Ministry as and when required.

Person Specification

In addition to Diploma in Secretarial Studies/Office Administration or equivalent from a recognized institution or equivalent relevant experience, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

Knowledge and Experience

1. Sound experience in the field of Secretarial Services.
2. Proven experience in the use of Microsoft applications such as MS Word, MS Excel and Power Point.
3. Proven experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically.
4. Proven experience in writing briefs and minutes, acknowledgement letters and preparing agendas.
5. Experience in organising travel itineraries locally and overseas, liaising with Travel agents and other relevant stakeholders.
6. Understanding of the Fijian Constitution (2013) and relevant policies, legislations, regulations or applicable laws of Fiji.

Skills and Abilities

1. Good report writing skills with an excellent ability to communicate effectively.
2. Good analytical skills pay attention to detail and accuracy for data and information.
3. Demonstrate ability to work within a team and ensure that targets are met within the agreed timeline.
4. Demonstrated ability to maintain neutrality and confidentiality.
5. Service oriented approach when dealing with difficult situations and capable of participation in the corporate activities of an organisation.

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:	Assistant Information Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	3 years
Location:	Health Headquarters, Dinem House
Unit/Division:	Executive Support Unit (ESU)
Reports to:	Senior Administrative Officer – Media & Information (ESU)
Subordinates:	Nil

The Position

The position is responsible for handling the media issues of the Ministry of Health & Medical Services and disseminating of information is provided in a timely manner.

Key Responsibilities

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

1. Issue media alerts on health events and compile weekly health updates to be advertised in the Fiji Sun
2. Accompany Minister and Assistant Minister to health events and organize for coverage and media briefing.
3. Attend public health meetings to gather information on the plans and interventions protocols by the Ministry during disease outbreaks and pre and post natural disasters.
4. Liaise with Divisional Health offices on the developments and articulate the stories and publish release for public information.
5. Liaise with FBC and Fiji Sun on the quotes for commercials and advertisements and prepare submission for payment approval.
6. Actively participate in corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All media queries and responses are verified and disseminated in a timely manner.
2. All health events are attended and media organizations are notified for reporting and stories published in the newspapers and on-air presentations.
3. Timely commercials awareness to the people of Fiji on communicable diseases and non-communicable diseases through TV and Radio as planned and relevant media campaign and awareness to the divisional health offices and the medical facilities to articulate stories of public interest and of greater benefit to them.
4. Effective contribution to Ministry's corporate requirement whenever required.

Person Specification

In addition to Diploma in Journalism (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3-4 years' experience in the specific field relevant to the job
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability in writing reports according to specific standards.
2. Very good Time management skills with attention to detail.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Administrative Officer – Asset Management Unit
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	3 years
Location:	CWM Hospital
Unit/Division:	Asset Management Unit, Corporate Services
Reports to:	Principal Administrative Officer
Subordinates:	Executive Officer AMU

The Position

The position is responsible for the Assets Management Unit (AMU) through administrative work in facilitating submission, coordinating and monitoring of the infrastructure projects; refurbishment and assets management in the hospital.

Key Responsibilities

1. Facilitate and administer the maintenance, refurbishment and management of assets at the Hospital.
2. Coordinate and administer Occupational, Health and Safety issues in the hospital in consultation with the various Heads of Department and the Ministry of Labour.
3. Provide reports to senior management on the status of assets and maintenance work by the agreed time timeline.
4. Oversee the administration and management of the Transport Unit.
5. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following Indicators:

1. All agreed activities and functions are delivered and achieved within agreed timeframes and compliant with relevant processes, legislation and policies.
2. Transport fleet is managed and coordinated in accordance with Transport Regulations.
3. Reports are provided by the due date and in accordance with reporting standards.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a relevant University qualification (or equivalent), the following Knowledge, Experience, Skills and Abilities (KESA) are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' work experience in a similar or related field.
2. Experience in the application of Occupational Health and Safety at the work place.
3. Experience in managing a large fleet of vehicles including the rostering and allocation of duties for drivers
4. An understanding of a procurement process in accordance with 2010 Procurement Regulations and its related legislations.

Skills and Abilities

1. Ability to work within a team to achieve set targets and timelines.
2. Ability to liaise and network within and outside the organisation to improve service delivery.
3. Capacity to utilize basic computer programs to support operations of the health facility
4. Excellent communication skills with an attention for detail and accuracy in report writing.
5. Service oriented with a commitment to supporting the operational and corporate environment of the organisation

Personal Character and Eligibility

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

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MOHMS 261/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Medical Orderly
Salary Band:	Band C
Salary Range:	\$12,089.61 - \$15,489.35 per annum
Duration:	5 years
Location:	Tamavua Twomey Hospital
Unit/Division:	Tamavua Twomey Hospital / Nursing
Reports to:	Nurse Unit Manager
Subordinates:	Nil

The Position

The primary purpose of this position is to assist nurses in assessing, planning, implementing and evaluating nursing interventions that have been approved for patients in varying settings such as in the hospital, community health facility, communities or homes and in accordance with relevant nursing and mental health policies and legislations. The position requires respect for the individual's dignity, spiritual and cultural needs and functions effectively as a member of a multi-disciplinary team.

Key Responsibilities

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

1. Provide quality nursing care with activities such as: taking vital signs, administration of oral antipsychotic drugs, antibiotics, diabetes medication, bed making, escort patients, preparation of equipment, assistance with termination of procedure, taking specimens to laboratory and collecting and delivering reports.
2. Assist nurses in the management of high risk patients.
3. Provide reports to immediate Supervisors in accordance with reporting structures.
4. Maintain and provide a clean and safe environment for clients, workers and the public.
5. Participate in the corporate activities of the Ministry such as quality improvement programs for patient care.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All quality nursing care are provided within the agreed timeline in accordance to the relevant nursing policies, guidelines and legislations.
2. Reports are provided within the timelines and in accordance to the reporting structures.
3. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a form six pass or its equivalence with appropriate training in patient care, mental health and/or general nursing, the following Knowledge, Experience, Skills and Abilities are required.

Knowledge and Experience

1. At least one year working experience in a similar environment.
2. Basic knowledge of nursing care in varying settings like the hospital, community and homes.
3. An understanding of concepts or principles in the nursing care of patients with mental health problems.
4. A working knowledge and understanding of the *Nursing Act 2011*, the *Nursing Scope of Practice*, *Occupational Health & Safety at the workplace*, and relevant employment policies.

Skills and Abilities

1. Demonstrated ability to manage patients with mental health problems and general health
2. Ability to assess patient mental condition using an appropriate assessment method.
3. Ability to work within a team and contribute to the achievement of unit goals.
4. Good communication skills both written and verbal
5. Ability to maintain patient confidentiality.
6. Service orientated approach with a commitment to achieving the corporate objectives of the Ministry.

Personal Character & Eligibility

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