

MOHMS 225/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Packer
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Duration:	3 years
Location:	As per the need of the Ministry of Health and Medical Services
Unit/Division:	Warehouse
Reports:	Warehouse Manager
Subordinates:	Nil

The Position

The position ensures that all pharmaceuticals, consumables and equipment are packed in accordance with packing procedures and standards in a timely manner.

Key Responsibilities

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

1. Facilitate and process orders received from respective health facilities in accordance with standard operating procedures.
2. Certify that all items received from the Bulk, Issue Stores, Cooler Room correct and items are entered in the respective card with the correct details.
3. Ensure that all cartons are properly labelled, carton numbered, name of customer, picking slip number and other details are stated on top of the carton.
4. Ensure that all cartons ready for distribution have the “Sealed Stickers” this is a must and shall be followed at all times
5. Should notify Warehouse Manager or Supervisor if the items chosen are wrong or does not match with the quantity or batch as per the Picking Slip
6. Assist with the delivery of items from the warehouse to the respective health facility.
7. Assist in the receivable of consignment from Fiji Procurement Office, Airport or through the Receipts Department.
8. Actively participate in all corporate activities of the ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All orders are accurately filled and picked, within the agreed timeframes and compliant to Good Warehouse Practice and Occupational Health & Safety standards
2. Accuracy of Physical Stock, Stocks Card and Inventory System are maintained in accordance with Standard procedures and within the agreed timeline.
3. All complaints and discrepancies are addressed within the allocated timeframe.
4. Participate in the corporate activities of the Ministry as and when required.

Person Specification

In addition to the completion of Secondary School Education or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Experience in a similar work environment.
2. Knowledge and understanding of packing procedures and techniques in handling delicate and hazardous substances
3. An understanding of occupational health and safety at the work place for a safe work environment.
4. Experience in ensuring products meet standard requirements can identify defects.

Skills and Abilities

1. Attention for detail with the ability to ensure that items ordered for are complete and correct.
2. Ability to communicate effectively both verbally and written
3. Demonstrated ability to effectively work within a team
4. Ability to follow organization safety rules and procedures and encourage others
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility

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

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



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Laboratory Technician
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	5 years
Location:	As per the need of the Ministry of Health and Medical Services
Unit/Division:	Pathology Laboratory
Reports:	Technical Officer High Grade
Subordinates:	Nil

The Position

The purpose of this position is to ensure that laboratory service are provided in accordance with the policies and procedures in a timely manner.

Key Responsibilities

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

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

Key Performance Indicators

Performance will be measured through the following indicators:

1. All laboratory services are delivered within the agreed timeframe and meet quality service standards and are compliant with the relevant policies and procedures.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. Training programs for new recruits are coordinated in a timely manner in consultation with lab supervisors.
4. Consumables, equipment and resources that support meeting work plans and department objectives are in sufficient supply at all times.
5. Participate in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

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

Skills and Abilities

1. Excellent analytical skills with an attention for detail and accuracy of data
2. Demonstrated ability to work and contribute within a high performing team environment;
3. Good communication skills with the ability to write concise accurate reports.
4. Ability to manage work competing work priorities to meet scheduled timeframes;
5. Capacity to utilise computer programs to support the operations of the organisation
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 227/2022



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

Corporate Information

Role:	Divisional Dental Officer
Salary Band:	Band K
Salary Range:	\$59,945.18 - \$76,852.80 per annum
Duration:	5 years
Location:	Central Health Service Head Office, Tamavua
Unit/Division:	Oral Health / Central
Reports:	Divisional Medical Officer Central & National Advisor Oral Health
Subordinates:	Senior Dental Officer, Dental Officers, Instructor Dental Therapists, Dental Therapists and Dental Hygienists.

The Position

The purpose of the Divisional Dental Officers position at Central Health Service is to oversee the overall function of the Oral Health Unit and promote and implement the National Oral Health Policy through effective planning, coordination, delivery, monitoring and evaluation of oral health services as per the strategic direction and plans of the MOHMS, focused on the catchment of the Central Division.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide high level leadership in the management and administration of Oral Health services and be responsible and accountable for planning, programming and overseeing the implementation of oral health business plan activities and programs in the division.
2. Manage the delivery of all oral health services in the division and promote the implementation of population-based and clinical oral health care programs as per MOHMS annual operation plan, policies and guidelines.
3. Oversee and promote effective monitoring and evaluation system and collate accurate data and information's for timely reporting of oral health achievements against expected outcomes of Ministry of Health and Medical Services strategic, operational and facility business plans.
4. Ensuring safety and professionalism in oral health practice across all members of the oral health team through promoting approved standard protocols, clinical practice guidelines, organizing capacity building for continuous professional development, conducting performance appraisal and mentoring / coaching of oral health staffs to meet practice standards and performance requirements/targets.
5. Consult with relevant authorities and stakeholders to coordinate procurement and maintenance of required dental equipment's and consumables to meet dental practice minimum operational standards and to ensure appropriate, effective, efficient and quality oral health service delivery to the Division.
6. Provide high level clinical oral health services support, advice, information and guidance on the development of the dental services including the development of benchmarks, indicators, analysis on trends, risk management identification, quality improvement and planning.
7. Actively contribute to assigned corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All Oral Health administrative and management services are provided in accordance with legislative requirements and approved ministry policy and procedures and all agreed activities in the business plan are implemented and within the timeframe, targets met and outcome achieved within allocated budget.
2. Annual Divisional Oral Health Business Plan is developed, implemented, monitored and reviewed in accordance with the Annual Operational Plan and National Strategic Plan of the Ministry of Health and Medical Services and all Reports are prepared to a professional standard reporting requirements and submitted using accurate, relevant and timely data and information within the agreed timeframe
3. Professional performance of oral health staffs are maintained through supervision and performance appraisals to meet expected practice standards, professionalism and uphold Ministry of Health and Medical Services Values (including Capacity Building of staffs, Performance Improvement Programs, Disciplinary guidelines awareness, supervision/mentoring activities conducted; performance appraisals completed reflected in staffs IWP's).
4. Quality assurance activities are completed for all dental clinics as per MOHMS standards and requirements to ensure standard operational services across all clinics are maintained and Oral health/clinical dental practice and public health promotion programs are provided in accordance with approved MOHMS standards protocols, operating procedures, policies and guidelines
5. Oral health/clinical dental practice and public health promotion programs are provided in accordance with approved MOHMS standards protocols, operating procedures, policies and guidelines and effectively contributed to any assigned corporates activities of the Ministry.

Person Specification

In addition to a minimum qualification of Bachelor of Dental Surgery or equivalent from a recognised University and be registered as a dental practitioner with a valid Annual Practice License with the Fiji Medical & Dental Council, the following knowledge, experience, skills and abilities are required to perform this role:

Knowledge and Experience

1. At least 10 years' of experience as a licensed dentist including 5 years of related work experience in oral health management and administration, (related to that undertaken by Senior Dental Officer) within or external to MOHMS.
2. Proven experience in managing a large health organizational structure and processes related to clinical oral health services, public oral health, human resource, assets and financial management.
3. Practical experience and knowledgeable in the principles and practice of general dentistry and advanced knowledge and experience in all aspects and functions of oral health service practice standards including national oral health policy, approved clinical practice guidelines, infection control protocols, standard operating procedures, minimum clinical operational requirements, and the laws, regulations and legislations requirements to practice dentistry in Fiji.

Skills and Abilities

1. Demonstrated leadership and accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrated ability to effectively work within and manage a team and to a high professional standard reflecting the MOHMS values.
3. Demonstrated high level ability to communicate respectfully, effectively and positively with all patients /their families, and colleagues.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.

5. Demonstrated ability to manage, supervise, mentor, and train all Oral Health staff and other members of the Oral Health team in the Division / Sub-Division facilities.
6. Demonstrated ability to analyse and draft solutions to complex problems, especially in a resource constrained environment.
7. Ability to manage and review data and monitoring and evaluation processes/system to ensure accuracy, and draft comprehensive and analytical professional level reports related to the oral health service in the Divisions.

Personal Character & Eligibility

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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	High Grade Medical Imaging Technologist
Salary Band:	Band H
Salary Range:	\$34,760.31- \$44,564.50 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Radiology
Reports:	Supervisor MIT
Subordinates:	Medical Imaging Technologist

The Position

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

Key Responsibilities

The position will achieve its purpose through the following:

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.
5. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

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.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Bachelor in Medical Imaging Science, registered and licensed under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists, the following Knowledge, Experience, Skills and Abilities are required to successfully 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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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	National WASH Coordinator
Salary Band:	Band H
Salary Range:	\$34,760.31-\$44,564.50 per annum
Duration:	5 years
Location:	Health Headquarters, Namosi House
Unit/Division:	Environmental Health Unit
Reports:	Chief Health Inspector
Subordinates:	Sub-Divisional Health Inspectors

The Position

The position provides advice to the Chief Health Inspector and oversees at national level the planning, management of the enforcement and compliance activities related to Water, Sanitation and Hygiene and all other laws administered under Central Board of Health (CBH) Regulatory Authority. The position is also responsible for management and coordination of the Fiji WASH Cluster in the context of National Disaster Management or Humanitarian effort.

Key Responsibilities

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

1. Effective coordination of the enforcement and compliance activities pertaining to safe water, sanitation and hygiene (WASH) in accordance with the requirements of relevant Acts and Regulations administered under Central Board of Health (CBH) / Regulatory Authority.
2. Oversee and monitor the implementation of Drinking Water Safety Planning program and national drinking water monitoring program in accordance with the National Drinking Water Quality Standards and Water Authority Act 2007
3. Provide advice to the Chief Health Inspector in all matters pertaining to enforcement and compliance of relevant Laws for safe water, sanitation and hygiene (WASH) in Fiji and other laws administered under CBH/Regulatory Authority.
4. Assist Chief Health Inspector in the development and formulation of cabinet papers, policies, guidelines and Laws in regards to WASH for CBH\Regulatory Authority consideration.
5. Facilitate quarterly meeting for the Fiji National Drinking Water Quality Committee and Fiji WASH Cluster.
6. Effective management of funding allocations (donor and government) given to the program.
7. Provide lead supportive role in the National WASH Cluster set up with a purpose of ensuring mainstreaming of WASH Cluster Activities;
 - Representative of the WASH Cluster to the Inter Cluster Meeting / Forum (National - Disaster Management Office - NDMO).
 - Representative of the Ministry to the Pacific WASH Coalition Meeting
8. Conduct cluster meetings on a quarterly basis during normal period and revert to weekly meeting during emergencies and disasters.
9. Development of WASH Cluster Response Plan or Humanitarian Action Plan, Information Management Tools and WASH Cluster standards in the event of a disaster.
10. Facilitate capacity building on WASH Cluster Coordination and WASH Emerging Issues.
11. Actively participate in the corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

All targeted activities on WASH as Planned are implemented and achieved.

1. All training reports, cabinet paper, external correspondence, cluster plans, guidelines are submitted within agreed timeframes, and meet the standard reporting requirements.
2. Ensure effective coordination of the enforcement and compliance activities pertaining to safe water, sanitation and hygiene (WASH) in accordance with the requirements of relevant Acts and Regulations administered under Central Board of Health (CBH) / Regulatory Authority.
3. All reports and minutes from WASH Cluster and National Drinking Water Quality Meeting are provided, and outcomes are actioned in a timely and effective manner.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role.

Knowledge and Experience

1. At least 10 years' of experience at a senior management level and a clear understanding of existing national and international legislations and policies, guidelines on Water, Sanitation and Hygiene (WASH)
2. Knowledge and experience in Fiji Cluster system, National Humanitarian Policy and the international corresponding frameworks.
3. Knowledge and understanding of Sustainable development goals (SDG), Climate Change, and its impact on population health.
4. Knowledge and Understanding of National WASH Indicators, WASH Cluster Core Functions and Cluster Coordination in Fiji.
5. Knowledge and experience with disease outbreak response and WASH disaster management.
6. Good understanding of WASH implications and population health.

Skills and Abilities

1. Proven ability to implement WASH and Cluster Coordination and Management Skills in disasters, Health Care facilities, Schools and communities.
2. Ability to achieve results personally and through effective team leadership
3. Ability to write project proposals, humanitarian action plan, annual reports and business plan
4. Ability to analyse situations, make decisions and initiating actions during disasters.
5. Demonstrated ability to lead, plan and organize activities/projects and work cooperatively within a team environment.

Personal Character & 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 per annum
Duration:	5 years
Location:	Savusavu Health Centre/ Sigatoka Health Centre
Unit/Division:	Nursing – Northern Division/ Nursing - Western Division
Reports:	Sub Divisional Nursing Manager Public Health
Subordinates:	Registered Nurse (Zone Nurses & District Nurses), Peer Educator & Community Health Workers.

The Position

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

Key Responsibilities

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

1. Assists the Sub Divisional Nursing Manager (SDNM) in the development and implementation of the unit business plan.
2. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, and management of team members performance.
3. Provide nursing/clinical and leadership guidance to ensure health services are delivered as per approved plans, policies, guidelines and that nurses works within the scope of practice, meeting nursing standards and competencies.
4. Identifies gaps in staff performances, plan and institute measures/activities to address gaps through PIP, coaching and mentoring.
5. 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.
6. Is responsible for assessment, planning, implementing and delivering a range of services and activities for the School Health Program within their geographical area/cluster.
7. Collaborates with community stakeholders to support the implementation of Health Promotion activities and Outreach Programs.
8. Promotes and maintains an effective and efficient management of drugs including vaccine, equipment and consumables.
9. Identifies and complete staff training needs, organize staff development and capacity building programs and staff deployment.
10. Maintains proper recording and reporting of work output and contributes to monthly, quarterly and annual activity reporting through collation, analysis and evaluation of performance as per unit plan.
11. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All individual/family/community management, services and programs are effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective supervision, coordination and communication with registered nurses/NUM and other stakeholders.
3. Effective and timely management and regular monitoring of staff resources (such as equipment, drugs, vaccines and consumables) and infrastructure.
4. Timely submission of reports 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 a Bachelor of Nursing and post-registration qualifications in public health nursing or general public health or equivalent, registered and 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. At least five (5) years of public health nursing experience and possesses knowledge and experience in advanced nursing assessment, IMCI, inventory management, use of NCD Toolkit, pap smear, MH Gap, TB, family health and EPI.
2. Knowledge and understanding of the Nursing Decree 2011, the scope of practice, FNC Codes of Ethics and Conduct, Public Service Code of Conduct, and other relevant legislations.
3. Good knowledge and application of primary health care and health promotion concepts/principles.
4. Knowledge and experience in the nursing core competencies in the clinic and community health related activities.

Skills and Abilities

1. Skills in leading a team, communicating and working with others to achieve organizational goals, visions and mission.
2. Demonstrated skills in supervising, mentoring and assisting registered nurses in the application of the scope of practice and core competencies in the planning, implementation and evaluation of care/activities.
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
4. Demonstrated ability to determine, plan, organize/coordinate staff training and development.
5. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility

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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Assistant Splintmaker
Level:	Band C
Salary Range:	\$12 081.69 -\$14 095.31 per annum
Duration:	3 years
Location:	Tamavua Twomey Hospital
Unit/Division:	Prosthetic and Orthotic Department
Reports to:	Splintmaker/Orthotist
Subordinates:	Nil

The Position

The position is to assist the Splintmaker in measuring, fabricating, fitting and clinical repairs in order to provide Prosthesis and Orthotic services nationally, and in a timely manner.

Key Responsibilities

1. Ensure that all prosthesis and orthosis are ready and delivered on time.
2. All equipment are quality safe, fabricated and manufactured, ready for patients use.
3. Maintaining of all equipment/tool and machines and report faulty or damaged to Supervisor
4. Cleanliness in the workshop at all times.
5. Update monthly stock take of material are correctly entered in the tally cards.
6. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure Prosthetics and Orthotic services are ready and delivered on time in the clinic and outreach programme.
2. Ensure quality and safe equipment is fabricated for effective Prosthetic and Orthotic services
3. Effective cleanliness of department to be maintained at all times
4. Ensure timely Stock take of materials are correctly entered in the tally cards
5. Actively contribute in all corporate activities of the Ministry.

Person Specification

In addition to a Form 7 Pass (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 2 years' experience in a similar field or environment.
2. Basic knowledge and ability to take measurements, fabrication and fitting of the Prosthesis and Orthosis
3. Sound knowledge in operating relevant machinery such as band saw, industrial sewing machine, and oven.
4. Must have understanding for inventory procurement and management of stock.
5. Basic knowledge of Occupational health and safety at the work place

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Demonstrated ability to work as a team and to follow instructions and meet targets and timelines;
3. Good oral and written communication skills
4. Ability to analyze situation and act accordingly to provide best practical outcome.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with a high level of customer satisfaction

Personal Character & Eligibility

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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Stores Officer
Level:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	Keiyasi HC
Location:	3 years
Unit/Division:	Corporate/ Western Health Services
Reports to:	Executive Officer - Keiyasi MO In-charge
Subordinates:	Nil

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:

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 with the following key performance 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 & Eligibility

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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Senior Administrative Officer – Learning and Workforce Development
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	3 years
Location:	HQ, Suva
Unit/Division:	Learning and Workforce Development Unit
Reports to:	Manager – Learning and Workforce Development Unit
Subordinates:	Administrative Officer (LWD) & Clerical Officer (LWD)

The Position

This position assists the manager in ensuring that all leaning and workforce development needs are addressed in accordance with the Civil Service Learning and Development Guidelines and the relevant learning and development legislations. Additionally, the post holder conducts in-house training as per training and development plan including induction and on-boarding. Moreover, this role also assists in the review of the Strategic Workforce Plan for the Ministry.

Key Responsibilities

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

1. Facilitate the identification of training & development needs, and compile the in-house training calendar for all levy paying staff.
2. Ensure all National Training & Productivity Grant Scheme is implemented.
3. Conduct in-house training and ensure that all training reports are as per NTPC requirements.
4. Assist with the review of the Strategic Workforce Plan and identify means of addressing workforce gaps.
5. Review training and workforce development procedures for improved efficiency and ensure that training module of HRMIS is updated on a regular basis.
6. Active participation in all corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All training and learning development activities are identified and addressed in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Strategic Workforce Plan is reviewed on annual basis and report submitted to supervisor by the due date.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to having a recognized undergraduate qualification in Human Resource Management, Public Administration, Training & Development **or equivalent**, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role. A training registration with NTPC (or other) as a Training Instructor, or Training Officer is desirable.

Knowledge and Experience

1. Proven understanding and experience in human resource management field especially in the area of adult learning and workforce development.
2. Demonstrated experience in preparing, conducting and evaluating training programs, and identifying workforce needs.
3. Experience in the use of IT software such as Microsoft applications
4. Understanding of the Fijian Constitution (2013) and all applicable laws of Fiji

Skills and Abilities

1. Extensive communication skills both written and verbal with the ability to prepare, conduct and assess training sessions.
2. Ability to work in a team and meet tight deadlines in a resource constrained environment.
3. Excellent analytical skills with the ability to analyze a large amount of data using IT applications
4. Service oriented approach with a commitment to achieving the corporate objectives of the organization

Personal Character & Eligibility

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Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Principal Administrative Officer – Performance Management & Discipline
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	3 years
Location:	HQ, Suva
Unit/Division:	PMD Unit / Human Resource Department
Reports to:	Head of Human Resources
Subordinates:	Senior Administrative Officer & Clerical Officer

The Position

The position ensures the performance of staff is monitored, managed and reported to achieve a positive, ethical workplace. The position ensures a client service ethos and the principles of natural justice, positive management and good performance management are implemented throughout the MHMS including occupational health and safety.

Key Responsibilities

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the MHMS:

1. Manage all grievances, performance issues and discipline matters, and industrial and OHS matters arising in accordance with approved policy, procedures, guidelines and legislation including establishing effective communication with management to support timely addressing of issues;
2. Manage and motivate the staff of the Performance and Discipline Section to deliver a high level of client service in the management of grievances, performance and discipline matters;
3. Contribute to and support the implementation of a coordinated program of change, to achieve high levels of service delivery in all aspects of grievance management, performance and discipline management in the Ministry;
4. Provide regular management reports which demonstrate progress in addressing grievance, performance and discipline matters, and employment related matters;
5. Manage the annual performance assessment (MyAPA) and probation assessment processes for the Ministry to ensure timely completion of processes and implementation of salary step changes resulting from the performance assessment process;
6. Provide input to key sections of the budget, corporate and operational plans.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All grievances, performance and discipline matters dealt with in accordance with approved policy and procedures and applicable legislation and management reports demonstrate progress within agreed timeframes;
2. Performance and Discipline Team are managed effectively and deliver agreed client service standards;
3. Policy advice and training provided to staff on positive management, natural justice and performance assessment;
4. Staff of the Ministry understand and implement positive management, and a high-performance culture in accordance with approved Guidelines

5. Ministry policy and procedures for grievance management, performance assessment and discipline are established and regularly updated to support the achievement of a high performing culture in the MHMS;
6. Regular reports submitted on progress with grievance, performance and discipline, and employee related matters in the MHMS;
7. Probation assessment and annual performance assessment processes are effectively managed and completed within agreed timeframes.

Person Specification

In addition to a Bachelor's Degree in Human Resource Management, Public Administration **or equivalent** relevant experience, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Demonstrated practical experience successfully managing performance, discipline and/or grievances in a complex and high performing organisation;
2. Understanding of the Fijian Constitution (2013) and the legislative framework for effectively managing staff, and specifically performance, discipline and grievances;
3. Understanding the strategic impact on organisational culture and individual performance from good grievance, discipline and performance management;
4. Demonstrated experience in providing policy advice in performance, discipline and grievance management;
5. Significant experience in implementing change effectively in a diverse and complex organisation.

Skills and Abilities

1. Demonstrated ability to manage and motivate teams to achieve high levels of performance in a rapidly changing environment;
2. Demonstrated ability to ensure the consistent, efficient and effective management of grievances, discipline and performance in a complex organisation;
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Strong communication skills and the ability to effectively consult with others to develop appropriate policy and procedures and to prepare concise, objective reports in relation to complex, sensitive issues;
5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & 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 per annum
Duration:	5 years
Location:	Seaqaqa Health Centre
Unit/Division:	Nursing / Northern Division
Reports:	Sub Divisional Nursing Manager Public Health
Subordinates:	Registered Nurse (Zone Nurses & District Nurses), Community Health Workers, GWE's

The Position

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

Key Responsibilities

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

1. Supervises registered nurses in caring for the individuals, families and communities in the clinic or with the use of the nursing process.
2. Monitors registered nurses' performances to ensure quality nursing care is delivered to individuals, families and communities.
3. Provide nursing/clinical and leadership guidance to ensure health services are delivered as per approved plans, policies, guidelines and that nurses works within the scope of practice, meeting nursing standards and competencies.
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. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, and management of team members performance.
6. Identifies gaps in staff performances, plan and institute measures/activities to address gaps through PIP, coaching and mentoring.
7. 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.
8. Collaborates with community stakeholders to support the School Health program, the implementation of Health Promotion activities and Outreach Programs.
9. Promotes and maintains an effective and efficient management of drugs including vaccine, equipment and consumables.
10. Identifies and complete staff training needs, organize staff development and capacity building programs and staff deployment.
11. Maintains proper recording and reporting of work output and contributes to monthly, quarterly and annual activity reporting through collation, analysis and evaluation of performance as per unit plan.
12. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All individual/family/community management, services and programs are effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective supervision, coordination and communication with registered nurses/NUM and other stakeholders.
3. Effective and timely management and regular monitoring of staff resources (such as equipment, drugs, vaccines and consumables) and infrastructure.
4. Timely submission of reports 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 a Bachelor of Nursing and post-registration qualifications in public health nursing or holds a Post Graduate Qualification in Midwifery or equivalent, registered and 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. At least five (5) years of public health nursing experience and possesses knowledge and experience in advanced nursing assessment, IMCI, inventory management, use of NCD Toolkit, pap smear, MH Gap, TB, family health and EPI.
2. Knowledge and understanding of the Nursing Decree 2011, the scope of practice, FNC Codes of Ethics and Conduct, Public Service Code of Conduct, and other relevant legislations.
3. Good knowledge and application of primary health care and health promotion concepts/principles.
4. Knowledge and experience in the nursing core competencies in the clinic and community health related activities.
5. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Skills in leading a team, communicating and working with others to achieve organizational goals, visions and mission.
2. Demonstrated skills in supervising, mentoring and assisting registered nurses in the application of the scope of practice and core competencies in the planning, implementation and evaluation of care/activities.
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
4. Demonstrated ability to determine, plan, organize/coordinate staff training and development.
5. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility

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