

OPEN ADVERTISEMENTS – FIJI SUN 30 JULY 2022

MOHMS 77/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cook
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:	Food Services
Reports:	Dietician
Subordinates:	Nil

The Position

The position ensures the timely preparation and provision of meals for patients at the health facility.

Key Responsibilities

1. The position will achieve its purpose through the following key responsibilities:
2. Reports directly to the Dietician on a day to day basis.
3. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.
4. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
5. Ensure food items to be used for the day is available.
6. To assist in the cost-effective management of the food budget.
7. To identify and participate in any training appropriate to the position.
8. Ensure to be transparent with work and punctuality
9. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Person Specification

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

Knowledge and Experience

1. Knowledge of quality food preparation and presentation methods
2. Must have knowledge of food safety and hygiene
3. Experience in a similar work environment
4. Basic knowledge of occupational health and safety in the workplace

Skills and Abilities

1. Ability to work effectively within a team and manage time
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
3. Demonstrate a high standard of personal appearance and good personal hygiene
4. Demonstrate ability to work under minimal supervision
5. Ability to communicate both verbally and written

Personal Character & Eligibility

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

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MOHMS 215/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Receptionist
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:	Corporate Services
Reports:	Executive Officer/Clerical Officer
Subordinates:	Nil

The Position

The position ensures the flow of official telecommunication calls receives and transfer calls via telephones and radio telephones to internal and external customers.

Key Responsibilities

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

1. Communicate telephone message both internal and external for the staff and monitor calls accordingly
2. Log/Record all telephone calls received and made (name & time)
3. Report telephone equipment or service complaints and problems
4. Set up phones for teleconference and Update directory information
5. Actively contribute to all corporate functions of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Updated telephone logs/record
2. Timely reporting of telephone equipment complaints and problems
3. Update activities, changes and completion of other tasks as assigned
4. Participate in all corporate functions as and when required

Person Specification

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

Knowledge and Experience

1. At least one year's experience in similar role
2. Working knowledge and experience in telephone etiquette
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

Skills and Abilities

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 216/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Medical Imaging Technologist
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	5 years
Location:	As per the need of the Ministry of Health and Medical Services
Unit/Division:	Radiology
Reports:	Superintendent Medical Imaging Technologist
Subordinates:	Nil

The Position

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

Key Responsibilities

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

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

Key Performance Indicators

Performance will be measured through the following indicators:

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

Person Specification

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

Knowledge and Experience

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

Skills and Abilities

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

Personal Character & Eligibility

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MOHMS 217/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Pharmacy Technician
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	5 years
Location:	As per the need of the Ministry of Health and Medical Services
Unit/Division:	Pharmacy Department
Reports:	Supervising Pharmacy Technician
Subordinates:	Pharmacy Assistants

The Position

The position is responsible for the daily operations in the delivery of dispensary services in the Outpatient, Inpatient or Paediatric Pharmacy. The position may also be required to work in Medicine storage and Distribution.

Key Responsibilities

The position will achieve its purpose through the following:

1. Dispensary service, providing medicines and counselling to inpatients, outpatients and external clinics
2. Providing accurate, timely and informative pharmacy services to clients and other health professionals through dispensing and advice provision on the use of prescription and non-prescription medicines
3. Inventory/medicine storage and distribution
4. Developing internal guidelines
5. Staff management and workload allocation and prioritization
6. Providing mentoring, clinical education, practical support to subordinate and other health professionals.
7. Actively participate in the corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Bachelor of Pharmacy or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. 1-2 years' experience in pharmacy practice including internship.
2. Sound knowledge and application of the relevant pharmaceutical laws, policies and guidelines.
3. Experience in, and understanding of all aspects of pharmacy practice such as dispensary work, manufacturing, drug storage & distribution.

4. Contributed to developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

1. Demonstrated ability to effectively work within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Good computer skills
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character & Eligibility

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MOHMS 218/2022



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:	As per the need of the Ministry of Health and Medical Services
Unit/Division:	Environmental Health Unit/All Divisions
Reports:	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. Actively contribute to all corporate functions of the Ministry

Key Performance 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.
4. Understanding of the 2013 Constitution and other legislations such as Public Heal

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 & Eligibility

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NEW ADVERTISEMENTS – FIJI SUN 30 JULY 2022

MOHMS 219/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Intern Nurse
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	1 year 6 months
Location:	Labasa Hospital (30), CWM Hospital (140), Nadi Hospital (25), Sigatoka Hospital (25), Tavua Hospital (15), Rakiraki Hospital (20)
Unit/Division:	Nursing
Reports:	Team Leaders
Subordinates:	Nil

The Position

The Intern Nurse works under the supervision of a Registered Nurse and is responsible for the delivery of nursing care.

Key Responsibilities

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

1. Deliver safe nursing care and prescribed treatment under the supervision of a Registered Nurse, ensuring that it conforms to national nursing policies, hospital protocols and infection prevention and control guidelines.
2. Ensure a safe environment that is comfortable and is therapeutic for patients and their family in accordance with hospital standards.
3. Work within the hospital policies, the Nursing General Scope of Practice, the Fiji Nursing Council Policies and National Infection Prevention and Control guidelines.
4. Assist with or institute emergency measures for a sudden, adverse development in patients including provision of assistance with special tests and procedures.
5. Maintain professional development through participation in educational programs, reading current literature, attending in service trainings, meeting and workshops to attain the required 20 CPD points for annual licensing including the completion of the Intern Log Book.
6. Maintain accurate documentation of patients' folder including the updates of the Patient Information System.
7. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Full compliance and adherence to professional nursing practices, compliance with legislative framework and agreed scope and timeframes including all ward admissions, Nursing Care Plans are completed within 24 hours of patient admission.
2. All prescribed nursing care including administrations of medications on allocated patients must be completed within the shift.

3. All internal ward transfers and discharges must be updated on the Patient Information System (PATIS) within 24 hours of discharge.
4. All prescribed Intern Log Book activities are completed within the Internship year.

Person Specification

In addition to a Bachelor's Degree in Nursing with a Provisional Nursing Registration License Certificate, the following Knowledge, Experience, Skills and Abilities are required for the role.

Knowledge and Experience

1. Must have acquired nursing competencies
2. Must be efficient in English language
3. Understanding of the Nursing Decree 2011 is essential
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Must have the ability to accurately gather information in a systematic manner in order to determine the nursing needs and assist in the implementation of individualized nursing care plan using the critical thinking skills to maintain the nursing standard during the assessment, planning, implementing and evaluation of nursing care.
2. Must have the ability and skills to advocate for patients' rights and to protect co-workers and patients personal and medical privacy.
3. Exhibit excellent communication skills (verbal, non-verbal & written communication skills).
4. Hardworking and energetic; flexible; adapt easily to change of environment and work schedule with a positive attitude that serves customers by meeting their needs with utmost care & courtesy.
5. Maintain critical thinking skills essential to providing competent dignified patient care that contributes to solution to complex problems, in a resource constrained environment.
6. Demonstrated ability to analyse and service oriented approach, with a commitment to supporting the operational/corporate needs of the organization.

Personal Character & Eligibility

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MOHMS 220/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Junior Physiotherapist
Level:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	5 years
Location:	Rotuma Hospital
Unit/Division:	Physiotherapy
Reports to:	Physiotherapist, Senior Physiotherapist
Subordinates:	Nil

The Position

The position is to provide Physiotherapy services in accordance with clinical standards at Health facilities and to contribute to the development and effective function of the Department.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide safe physiotherapy services in accordance to Standards of Practice.
2. Attend relevant trainings and compile reports.
3. Contribute and promote to a Learning and development environment.
4. Actively participate in the corporate activities of the department, hospital and Ministry.
5. Provide data and complete Unit tasks within the agreed timeframe.
6. Actively participate in the corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Daily log book entries.
2. Provide Post training reports within the agreed timeframe.
3. Contribute to the learning and development of the Department.
4. Contribute to the Unit and Department activities.
5. Active participation in the corporate activities of the Ministry as and when required

Person Specification

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

Knowledge and Experience

1. Practical working knowledge of Physiotherapy standards of practice and Unit projects.
2. Health promotion knowledge.
3. Knowledge of the Public service Code of Conduct.
4. Knowledge of the Hospital and Department administration protocols and plans.

Skills and Abilities

1. Ability to develop, conduct and evaluate clinical physiotherapy work effectively.
2. Ability to work effectively within a team.
3. Effective communication skills and the ability to tactfully deal with clients.
4. Demonstrate computer literacy skills.
5. Ability to conduct health promotion activities.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 221/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Health Inspector Higher Grade
Level:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Duration:	5 years
Location:	Health Headquarters, Namosi House, Suva
Unit/Division:	Development Control / Environmental Health
Reports to:	Chief Health Inspector
Liases with	Coordinates with 4 Divisional Health Inspectors (DHI) and 16 Sub Divisional Health Inspectors (SDHI) via Central Board of Health (CBH)
Subordinates:	Nil

The Position

The position provides supports and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Development Control at (HQ) for Central Board of Health (CBH).

Key Responsibilities

The position will achieve its purpose through the following:

1. Responsible to the Chief Health Inspector for the administration, planning, management, delivery of all Development control and Planning activities of environmental health services.
2. Act in accordance with the policies, delegated authority and instructions of the Central Board of Health and Chief Health Inspector specifically focused on Public Health Act Building & Regulations and National Building Code, Town Planning Act, Town Planning General, Provisions and Sub Division of Land Act.
3. Oversee any development activities and provide technical advice to the CBH on matters pertaining to development on both health and structural matters. Also ensure effective planning, management, monitoring, and control of developments with Towns, Cities and Rural Local authorities.
4. Collaborate with other relevant government agencies and NGO's that have equal interest on Development control in Fiji and oversee compliance and timely approvals are granted.
5. Develop and review appropriate Laws, policies, guidelines and procedures for Development control and provide policy direction to the unit, urban and Rural Local Authorities, in all matters pertaining Development control and Litigation.
6. Act in accordance with the policies, delegated authority and instructions of the Central Board of Health, Chief Health Inspector, to the achievement of the overall goals and objectives of the MoHMS as contained in the EH BP, ACP and the NSP.
7. Oversee legal matters and complaints management at national level and also ensure effective planning, management, monitoring, and control of developments with Towns, Cities and Local authorities.
8. 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. Ensure all development control applications received by CBH are processed and properly filed in accordance with the relevant Laws in a timely manner.
2. Ensure all reports are submitted within the agreed timeframes and meet the standard reporting requirements as per EH monitoring matrix.
3. Provide timely assistance and advice to Divisional and sub-divisional Health Inspectors on development control activities and follow up issues raised by other stake holders and clients in a timely manner.
4. Coordination with all other relevant departments for efficient and timely approvals of all development control applications and provide timely feed backs to clients and Sub divisional officers.
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where 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. A post graduate qualification would be desirable. Furthermore, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 8 years' experience as a Health Inspector or management level with good understanding of different legislations, enforcement and policy approaches designed towards development control and sustainable development would be desirable.
2. Knowledge and experience in enforcement process and litigation procedures.
3. Knowledge and experience working with donor funding agencies to enhance community health.
4. Good knowledge on offensive trades, approval process, impact and mitigations of Environmental Impact Assessment and (EIA) and Health Impact Assessment (HIA) is essential.
5. Sound knowledge and experience in prosecution and legal understandings in relation to Environmental Health and Public Health.

Skills and Abilities

1. Good Leadership, management skills with written and oral Communication Skills and abilities including Innovative skills in Computer programs and report generation.
2. Ability to contribute to team work and work with other stake holders on Development control.
3. Good Ability to facilitate process of drafting policy documents, circulars, Cabinet papers, write project proposals, annual reports and business plan
4. Ability to give technical advice to clients on development control activities and analyze situations, decision making and initiating actions.
5. Ability to adapting and respond to changes within the organization effectively.
6. A service-oriented person with strong Multi-party coordination ability to plan execute and meet deadlines.

Personal Character & Eligibility

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Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Senior Medical Officer
Salary Band:	Band I
Base Salary & Allowances:	MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74
Duration:	5 years
Location:	CWM Hospital and Labasa Hospital
Unit/Division:	Obstetrics and Gynaecology Department
Reports:	HOD, Consultant, Chief Medical Officers, Principal Medical Officers
Subordinates:	Medical Officers

Overview of the Unit

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

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in the relevant Specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

Person Specification

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Ability in training and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Medical Officer
Salary Band:	Band I
Base Salary & Allowances:	MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74
Duration:	5 years
Location:	Lautoka Hospital
Unit/Division:	Emergency Unit
Reports:	HOD, Consultant, Chief Medical Officers, Principal Medical Officers
Subordinates:	Medical Officers

Overview of the Unit

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

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in the relevant Specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

Person Specification

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Ability in training and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

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.

MOHMS 224/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Medical Officer
Salary Band:	Band H
Base Salary & Allowances:	MOCA A: Base: 47,684.02 + On Call Allowance: 11,921.01 + Environmental Allowance 7,152.60 = F\$66,757.63
Duration:	5 years
Location:	Labasa Hospital
Unit/Division:	Surgical Unit
Reports:	HOD, Consultant, Chief Medical Officers, Principal Medical Officers
Subordinates:	Nil

Overview of the Unit

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

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in the relevant Specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

Person Specification

In addition to obtaining an undergraduate medical degree with successfully completed internship and community health service experience, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in general medicine with interest in the relevant Specialized field of Medicine.
2. Aware of, with some knowledge of, medical and government legislation, policies and medico-legal compliance.
3. Aware of the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Adequate organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence based approach with guidance from Specialists.
6. Able to assist in organizing professional development activities (conferences, meetings and workshops) and shows responsibility in personal development and learning new skills.

Selection Criteria

1. Clinically competent with adequate experience in general medicine, having demonstrated interest in the relevant Specialized field of Medicine
2. Effective Officer who can contribute in the unit to maintain patient safety and quality of care.
3. Effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train and support research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character & Eligibility

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