

NEW ADVERTISEMENTS – FIJI SUN 24 SEPTEMBER 2022

MOHMS 269/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Electrician
Salary Band:	Band B
Salary Range:	\$5.37 – \$6.89 per hour
Duration:	3 years
Location:	Labasa Hospital
Unit/Division:	Hospital Services
Reports:	Foreman, Hospital Services
Subordinates:	Nil

The Position

The position will assist the Electrician for the effective day-to-day operations, maintenance and repairs of all electrical works, electrical fixtures, equipment, operation and backup generators in the Hospital.

Key Responsibilities

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

1. Assist the Electrician in coordinating and facilitating all the electrical maintenance within the health facility in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing and all other electrical issues.
2. Assist in the planning of labor requirement, duration and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
3. Adherence to Occupational Health & Safety (OHS) rules and regulations.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs of electrical equipment and accessories as stipulated in the relevant manuals and standards.
3. Submission of timely reports detailing achievements to management.
4. Actively contribute to all corporate functions of the Ministry.

Person Specification

In addition to a Trade Certificate in Electrical or equivalent with an EFL Wireman's license, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least three (3) years of experience in a similar working environment
2. Basic knowledge in maintenance, repairs and new installations of Electrical equipment

3. Understanding and experience of electrical wiring and repair of electrical steam operated equipment, generators and pumps, laundry machines, wiring installation and electrical fixtures.
4. Knowledge of Occupational Health & Safety Requirements.

Skills and Abilities

1. Ability to detect, analyse and solve electrical faults and breakdown
2. Ability to perform physical work and repair of underground electrical cabling and laying of new wiring works.
3. Good communication skills, analytical skills, customer service skills and time management skills.
4. Demonstrated ability to work independently or as part of a team.
5. Ability to work under pressure with minimum supervision. 6. 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.

3. A good team player.

4. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Dental Technician
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Duration:	5 years
Location:	CWM Hospital (2), Labasa Hospital
Unit/Division:	Prosthetic Laboratory Unit/ Oral Health Department
Reports to:	Supervising Dental Technician
Subordinates:	

The Position

The Dental Technician will provide laboratory removable dental prosthetic and orthodontic services within the 3 divisional hospitals and large dental clinics across the Ministry of Health and outreach services in rural and maritime areas.

Dental technician, acts as a member of the clinical team to provide the highest quality of removable prosthetic and orthodontic services under the guidance, coaching and mentoring of the Supervising Dental Technician. Is part of the team within the health care setting in providing dental removable prosthetic and orthodontic services to our community.

Key Responsibilities

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

1. The dental technician demonstrates individual accountability for actions within the position and is able to make clinical and administrative decisions compatible with their level of training and experience.
2. Demonstrates commitment to working to improve long term oral health outcomes in the community through the provision of high quality of removable prosthetic and orthodontic appliances and advise.
3. Works collaboratively with other health professionals in the multidisciplinary team to ensure optimal oral health patient outcomes.
4. Comply with and use procedures, policies, regulations and standards which impact upon the position, including contemporary human resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies. Comply with guidelines on management of government resources of dental equipment, instruments and materials / consumables.
5. Participates in outreach activities
6. Actively contribute to all corporate functions of the ministry

Key Performance Indicators

1. Service delivery to be effective and efficient
2. Reports to be completed in a timely manner
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 Diploma in Dental Technology from a recognised tertiary institution, be a registered Dental Technician with the Fiji Dental Council (FDC) and a valid current Annual Practice Licence if mandatory along with the following knowledge, experience, skills and abilities are required to successfully undertake this role

Knowledge and Experience

1. Demonstrate appropriate personal and professional behaviour in line with position and code of conduct
2. Promote best use of resources and time to achieve work outcomes.
3. Recognize and work within the limits of competence of a dental technician
4. Experience in and understanding of self-development; and approaches to effective continuous professional training.

Skills & Abilities

1. Demonstrate clinical competency according to the prescribe scope of practice.
2. Contribute towards Quality Improvement Programs
3. Effective communication.
4. Occupational skills
5. Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment.
6. Effective service oriented approach, with a commitment to supporting the operational /corporate environment of the organisation.

Personal Character and Eligibility

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MOHMS 272/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Blood Assistant - Project
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Duration:	3 years
Location:	CWM Hospital
Unit/Division:	National Blood Services
Reports:	Manager Divisional Blood Services
Subordinates:	Blood Service Nurse and Phlebotomist

The Position

The position contributes to facilitation of the recruitment program and monitoring of the effectiveness of the recruitment process in support of the Ministry of Health & Medical Services plan.

Key Responsibilities

The position will achieve its purpose through the following:

- 1 Organise recruitment team to conduct recruitment via blood drive and in the blood centre.
- 2 Ensure blood donor interview is done in accordance to the blood donor selection guideline
- 3 Report to the Manager Blood Service on all organised & schedule blood drive.
- 4 Ensure that all recruitment data are compiled and updated.
- 5 Ensure that OHS strategies are observed in the Unit
- 6 Advise the Manager Blood Service on all Inventory supplies and logistics
- 7 Ensure the general cleanliness of the Unit.
- 8 Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

1. Preparing roster for recruitment team and transport for blood drives or staff to bleed at centre.
2. Blood Donors are assessed with personal information either at blood drive site or at the centre.
3. Updating the Manager of all blood drives to be conducted on a weekly basis.
4. Requesting Blood Drive Organisers for booking of blood drives in 2 weeks in advance.
5. Daily update of donor information into database and compiling of data information for submission to Manager for compilation of monthly reports.
6. Ensuring that OHS is practised in the department and updating of all inventories of equipment and consumables in the department.
7. Accountable for the cleanliness and hygiene in the department.
8. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to Secondary School qualifications (or equivalent) with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. A minimum qualification of completing secondary level education.
2. At least 6 – 9 years' experience in a similar field.
3. A sound experience in good customer services.
4. Knowledge in community and traditional protocol.
5. General Knowledge of Biology and Chemistry would be an advantage.
6. Familiar with the following legislation: - HIV Decree, Public Health Act, Guideline and SOP's for Blood Recruitment Program, National Blood Policy, Civil Service & MoHMS Code of Conduct.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Good communication and organisation skills.
2. Demonstrated to effective use Microsoft programs such as MS Word and Excel.
3. Demonstrate Marketing and Promoting Skills
4. Be a good team player and demonstrate good leadership skills
5. Ability to work extra hours at odd times including weekends and public holidays.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Community Rehabilitation Assistant (Project)
Salary Band:	Band D
Salary Range:	\$14,428.13 - \$18,497.60 per annum
Location:	Tamavua Twomey Hospital, Lautoka Health Centre
Duration:	3 years
Unit/Division:	Community Rehabilitation / Tamavua Twomey Hospital & Western Health Services
Reports to:	Community Rehabilitation Coordinator
Subordinates:	Nil

The Position

The position is responsible for the assessment, planning, delivery and monitoring of an effective, efficient and quality rehabilitation services to persons with disabilities; promotion and prevention of disabilities to ensure that persons with disabilities receive the best of care which will enable them to become self-reliant and as functional as possible to improve their quality of life.

Key Responsibilities

1. Organise and Conduct Disability Awareness and education at all levels in the community.
2. Liaise with Public Health Nurses in recording data regarding incidence and prevalence of disability and compiling a register of disabled or potentially disabled persons within the medical area to be utilized in the planning and development of services for persons with disability.
3. Assess, plan and implement therapeutic intervention of developmental, functional and social needs of an infant, child and adult with disabilities and their families.
4. Share knowledge and transfer therapeutic skills through demonstrations to persons with disabilities, parents, families/care givers, nurses, village health workers, volunteers and communities to develop their skills in offering simple advice, support and rehabilitation techniques based on assessed needs of the persons with disabilities
5. Facilitate the integration and inclusion of people with disabilities into functional community roles, activities, or work in accordance with the person's interest and abilities.
6. Design, prescribe and organize Assistive Devices for persons with disabilities from Ministry of Health, Governmental Organizations and Non – Governmental organizations, donor agencies, Faith Based Organizations etc.
6. Participate with the Public Health Staffs in the conducting of the Wellness Program and other national programs and events in combating Non Communicable Disease;
7. Promoting and facilitating the referrals of school aged children to the nearby pre-schools, schools and technical college to enhance the child's education.
8. Promoting the importance of monthly development checklist to MCH Nurses and mothers as a tool for early identification of children at risks or with disabilities.
9. Maintain record keeping and organisational requirements including preparation of monthly work plans, monthly reports and annual reports and their submission to Sub-divisional Health Sister and CRA/CBR Coordinator as appropriate.

Key Performance Indicators

1. Ensure effective rehabilitation services is delivered
2. Effective communication with relevant staffs, patient and families in place for better coverage in all settings
3. Ensure safe and appropriate mobility technologies are prescribed for persons with disabilities
4. Timely and proper documentation of activities conducted.

Person Specification

In addition to University qualifications (or equivalent) relevant to Disability, Individual Support or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Community Rehabilitation Assistant:

Knowledge and Experience

1. At least 2 years' experience working with people with disabilities
2. Experience developing and providing person centered services
3. Experience assessment, identification, planning, delivering and monitoring therapeutic interventions to persons with disabilities
4. Experience managing and developing working with people with cultural diversity
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
6. Understanding of the Rights of the Person with Disabilities Bill [2016] & United Nations Convention of the Rights of the Person with Disabilities.

Skills and Abilities

1. Excellent Communication Skills and have the ability to deal with persons with disabilities, their families and care givers with in the required legislative and policy framework.
2. Demonstrated ability to implement accurate therapeutic skills, delivery and evaluation.
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
5. Ability to network with other Stakeholders [GOs, NGOs, Faith Based Organizations, Donor Agencies] to meet the needs of the person with disabilities.
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:	National Coordinator – Community Health Worker
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Head Quarters
Duration:	5 years
Unit/Division:	Nursing
Reports to:	Chief Nursing & Midwifery Officer and Chief Medical Advisor
Subordinates:	Nil

Position Purpose

The position oversees and coordinates the national Community Health Worker Program and works in partnership with key stakeholders to support the operational activities of the Community Health Worker Program, to achieve the key outcomes in primary health care delivery.

Key Responsibilities

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

1. Oversee the planning, preparation, implementation, monitoring and evaluation of community health workers projects and programs.
2. Provide assistance to Divisional Public Health teams and other stakeholders through integration, in developing and implementing Program activities to ensure effective and efficient coordination of activities relating to primary health care and community health worker activities.
3. Work with Divisional representatives to ensure that Community Health Workers Program and activities are consistent across divisions with the Program's Annual Plan Objectives and Budgetary capabilities.
4. Assist in development of budgetary proposals for the CHW training Program and coordinate activities such as CHW training programs that are delivered in all four Divisions.
5. Ensure monitoring and evaluation of community health worker monthly report and timely monthly allowances.
6. Provide secretariat services for the national community health worker steering committee.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All Community Health Worker services plans are developed, approved and delivered as planned and budgeted within the agreed timeframes.
2. Timely and effective management, and regular monitoring of Community Health Worker monthly activity reports to enable payment of monthly allowance and delivery of services.
3. Effective and timely management of training and reporting material and logistic requests and requirements.
4. Quality reports and secretariat services are provided, and outcomes are actioned in a timely and effective manner.

Person Specification

In addition to a Bachelor qualifications in either Nursing, Public Health, Environmental Health or Health Promotion or equivalent relevant experience, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 5 years' experience working in public health practice or community health nursing field.
2. Good working knowledge of the components of the primary health care concept.
3. Practical, working knowledge of all aspects and functions of the community health worker programme.
4. Familiar with the community health worker policy and other relevant policies and legislation governing community health worker programme
5. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire).

Skills and Abilities

1. Ability to work with excel program to manage the community health worker database.
2. Demonstrate clear and effective written and verbal communication skills.
3. Has the ability to teach, mentor training development, delivery and evaluation skills.
4. Demonstrated ability to effectively work cooperatively within a team environment;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

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MOHMS 275/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Physiotherapist
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	Northern Health Services
Unit/Division:	Physiotherapy Department
Reports To:	Superintendent Physiotherapist
Subordinates:	Physiotherapists

The Position

To develop, implement and monitor the Physiotherapy Business Plan in accordance with the Ministry's Annual Operational Plan, Physiotherapy Strategic Plan and will recommend and finalize physiotherapy clinical policies to ensure standardized practice. The post will manage and administer the department, identify specialized areas, need for up skilling, and enforce and sustain all policies on technical services.

Key Responsibilities

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

1. Develop, and monitor the implementation of the Business Plan for physiotherapy.
2. Manage the daily operations of the department in accordance with standard procedures, practices and policies within agreed timelines.
3. Facilitate training and development opportunities for staff for continuous professional development.
4. Manage staff performance in accordance with standard performance assessment guidelines.
5. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Business plan is developed, implemented and monitored so as to ensure the efficient and effective management of the physiotherapy department.
2. Physiotherapy services are delivered in compliance with standard procedures, policies and legislative requirements within the agreed time frame.
3. Reports are in accordance with reporting standards and submitted within the agreed timeframe.
4. Staff performance is managed in accordance with the Performance Management Framework
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Degree in physiotherapy or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 9 years' proven experience in the field of physiotherapy, with 3 years at a supervisory level.
2. Knowledge and understanding of International conventional physiotherapy practice, OHS and

3. Labor regulations and physiotherapy standards of practice.
4. Proven experience in supervising and assessing performance of staff

Skills and Abilities

1. Ability to give technical and clinical advice to customers and stakeholders on physiotherapy issues.
2. Strong communication skills and the ability to effectively consult with others to develop sound plans, internal policies and procedures.
3. Excellent analytical and problem solving skills with an attention for detail
4. Capacity to utilize computer programs to support the operations of a complex organization.
5. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization

Personal Character & Eligibility

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MOHMS 276/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role	Principal Administrative Officer
Salary Band	Band H
Salary Range	\$34,760.31 - \$44,564.50 per annum
Duration	3 years
Location	Health Headquarters, Dinem House
Unit/Division	Executive Support Unit
Reports to	Head of Executive Support Unit
Subordinates	Senior Administrative Officer (Media), Senior Administrative Officer (Registration), AS Contracts & Logistics, SAS Donor Coordination, Senior Secretary x 4

The Position

The position oversee and manage the corporate support roles of the subordinates under the Executive Support Unit. The position supports the Head of ESU in leading the corporate responsibilities of the Unit to ensure the effective implementation of the Unit operational plans and the timely achievement and reporting of the unit's operational targets and outcomes.

Key Responsibilities

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

1. Provide leadership, management and supervision of the Corporate Support Team to deliver timely outputs and deliverables.
2. Lead and facilitate the formulation, endorsement and implementation of guidelines and SOPs for the corporate support roles and functions.
3. Coordinate and facilitate the timely drafting and submission of Cabinet Papers to the Head of ESU.
4. Lead the process of current donor analysis and conduct future donor research and engagement in consultation with the Ministry's program managers and divisional heads.
5. Facilitate the timely drafting and endorsement of official statements, parliamentary responses, and media releases.
6. Provide secretariat support to the Mental Health Board.
7. Lead in providing background information briefs to the office of Executives for foreign dignitaries' official visits to the Ministry.
8. Lead and oversee all logistical arrangements for engagement of local dignitaries for official functions organized by the Ministry.
9. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of corporate support outputs and deliverables.
2. Relevant Guidelines and SOPs for corporate support roles and functions are developed, implemented and maintained.

3. Timely completion of Official, parliamentary and media statements and submission of cabinet papers to Head of ESU according to set standards.
4. Secretariat duties for Mental Health Board are executed to the required standard.
5. Engagement and logistical arrangements for local dignitaries are completed and in place for official Ministry functions and new donor opportunities identified through donor analysis and engagement.
6. Effective participation and contribution to the Ministry's corporate functions whenever required.

Person Specification

In addition to a relevant Degree qualification with a post graduate qualification in Management or equivalent, the Knowledge, Experience, Skills and Abilities below are required to successfully perform the duties of this post:

Knowledge and Experience

1. Demonstrated extensive knowledge and experience in management of corporate functions in a department or institution.
2. Good understanding of government and parliamentary processes, and the existing legislative requirements, policies and procedures for the establishment of agreements and programs for the Ministry
3. Demonstrated experience in analysing and contributing to solutions to complex problems, in a resource constrained environment.
4. Proven experience in building and sustaining relationships with relevant stakeholders and partners.
5. Basic understanding of the Health Services and roles of Health professionals.
6. Understanding of the Fijian Constitution (2013) and the relevant legislation governing terms and conditions of employment, OHS and industrial relations etc.

Skills and Abilities

1. Demonstrated self-starter with keen attention to detail, and capable of managing time and competing work demands and priorities
2. Good and effective planning, prioritising, organisational and liaison skills.
3. Ability to maintain confidentiality and impartiality in managing work processes and applying policies, procedures and guidelines
4. Ability to handle sensitive and confidential information or situations
5. Proven written and verbal communication skills.
6. Advanced interpersonal skills with demonstrated ability for stakeholder engagement that include senior level government and non-government stakeholder organizations
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character & Eligibility

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RE-ADVERTISEMENTS – FIJI SUN 24 SEPTEMBER 2022

MOHMS 137/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Sub Divisional Manager Nursing
Salary Band:	Band H
Salary Range:	\$34,760.31- \$44,564.50 per annum
Duration:	5 years
Location:	Nabouwalu Hospital
Unit/Division:	Nursing / Northern
Reports:	Sub Divisional Medical Officer Bua/ Director of Nursing Northern
Subordinates:	Team Leaders, Registered Nurses

The Position

The position supervisors nursing staff, proactively monitors patient care caseloads and ensures all aspects of the hospital activities are conducted in a timely manner and in accordance with standard operating procedures and protocols. Additionally the position provides clinical and managerial leadership to subordinates and ensures that practitioner skills are matched to clinical health needs through the provision of learning and development opportunities in accordance with all applicable policies, clinical guidelines, protocols and nursing standards.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties; service leadership role, clinical role, professional, and, management roles apart from working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Provide clinical leadership and guidance to ensure clinical services are delivered as per approved plan, policies, guidelines and staff work within their scope of practice and meeting nursing standards or competencies.
2. Coordinate efficient and effective management of the hospital and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
3. Ensure that resources requirements of the hospital (equipment, drugs, and consumables) are met to provide clinical nursing care effectively, and to ensure that the work place is in compliance with OHS at the Workplace Act.
4. Ensures effective documentation of patient nursing care plans and proper patient records management including the daily update of the Patient Information System (PATIS).
5. Contributes to continuous quality improvement through appropriate learning and development opportunities related to critical cardiac nursing, Infection Prevention and control, and other related clinical practice guidelines.
6. Provides reports in accordance with reporting standards and within the agreed timelines.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities, performance management and discipline.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Maintain compliance and adherence to professional nursing care practices, compliant with the legislative framework and agreed scope of practice and timeframes of the nursing service deliverables and plans.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely management, professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans, and department objectives.
5. Active participation in the corporate functions of the Ministry as and when required which must be documented accordingly.

Person Specification

In addition to Bachelors Degree in Nursing (or equivalent) with a valid license to practice with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the responsibilities of the position

Knowledge and Experience

1. At least five (5) years' experience working in the area of clinical nursing and comprehensive understanding of the registered Nurses Scope of Practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Demonstrated competence in clinical and public health nursing practice in accordance with the Public Health Act
3. Proven experience in a supervisory or management level including the supervising and assessing the work performance of a team and its members.
4. Knowledge and understanding of relevant employment related legislations such as OHS Act, Public Health Act, and the Registered Nurses Scope of Practice, Child Welfare Decree, etc.

Skills and Abilities

1. Demonstrated ability to make sound decisions on patient care based on clinical knowledge and experience.
2. Ability to think creatively and innovatively and implement management role and oversee patient care to achieve outcomes within timelines.
3. Demonstrated ability to manage and assess employee performance and provide feedback in a timely manner
4. Exceptional communication skills both written and verbal
5. Proficient in the use computers and Microsoft and other IT applications to enhance work productivity.
6. Demonstrated ability to lead and work cooperatively in a team environment
6. Ability to prioritize work and to make prudent use of human and capital resources available.
7. Service oriented approach with a commitment to supporting the operational and corporate environment of the organization.

Personal Character & Eligibility

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MOHMS 138/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 -\$34,707.95 per annum
Duration:	5 years
Location:	Nabouwalu Hospital
Unit/Division:	Nursing / Northern
Reports:	Nurse Unit Manager (NUM)
Subordinates:	Registered Nurses, Ward Attendants, GWEs

The Position

The purpose of this position is to support the Nurse Unit Manager in providing daily clinical to ensure the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities

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

1. Assist the NUM to ensure timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
2. Provide clinical leadership, and act as a resource to advise, educate and support nurses to provide high quality surgical nursing care to all patients as per business plan, policies, and nursing standard guidelines within the nursing scope of practice.
3. Collaborate with the NUM to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
4. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. Supervise and monitor care provided by junior staff and learners and to contribute to the development of surgical policies and ensure accurate documentation and effective communication.
7. Actively contribute to all corporate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.

3. Effective and timely analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent nursing practice guidelines, policies, procedures and evidence based practice are adhered

Person Specification

In addition to Bachelors Degree in Nursing (or equivalent) with a valid license to practice with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the responsibilities of the position

Knowledge and Experience

1. At least five (5) years' experience working in the area of acute hospital nursing and comprehensive understanding of the registered Nurses Scope of Practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Has sound knowledge and competence on the following:
 - a. Extensive acute nursing care skills and knowledge
 - b. Mega Code or Advanced Cardiac life support and Infection Prevention and Control.
 - c. Knowledge of the use of patient care equipment's (defibrillators, cardiac monitors, infusion pumps etc.).
3. Demonstrated advanced clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
4. Demonstrated well developed written and verbal communication, coordination and organisational skills.
5. Computer literate and comprehensive use of the Patient Information System (PATIS).

Skills and Abilities

1. Ability to work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to handle emergency situations in an effective and professional manner.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses.
4. 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.