

NEW ADVERTISEMENTS – FIJI SUN 03 SEPTEMBER 2022

MOHMS 262/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Director of Nursing
Salary Band:	Band K
Salary Range:	\$59,945.18- \$76,852.80 per annum
Duration:	5 years
Location:	Central Health Services
Unit/Division:	Nursing Department
Reports to:	Divisional Medical Officer, Central
Subordinates:	Sub-Divisional Nurse Unit Managers (NUM) (Hospitals and Public Health), Divisional Clinical Nurse Educator (CNE), Nurse Practitioners, Nurses and Community Health Workers.

The Position

To provide leadership and strategic directions to the Nursing Officers who deliver a wide range of community health and clinical nursing services. This position also works to ensure that these services meet agreed nursing competency standards and are delivered according to approved MOHM policies, protocols and scope of practice.

Key Responsibilities

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

1. Lead the process to develop, support, implement and evaluate the divisional nursing business plan, to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the division and the Ministry of Health.
2. Develop, maintain and implement nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Monitor and evaluate the overall performance of the community health nursing services including the Community Health program within the Division.
4. Monitor the nursing workforce through supervisory visits to meet professional expectations of performance and provide expert advice on nursing services when required.
5. Oversee all aspects of the disciplinary process and performance management of Nurse Unit Managers to ensure delivery of quality nursing services at Sub-Divisional level.
6. Ensure effective records management including the Public Health Information System (PHIS) and Patient Information System (PATIS) are updated as per guideline/policy.
7. Monitor continuous quality improvement and compliance with approved standards, policies and protocols related to public health nursing, infection prevention and control guidelines, and other related clinical practice guidelines.

8. Actively contribute to the Ministry corporate requirements, including planning, budgeting, disciplinary and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Central Division Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with public health and hospital focussed policies and guidelines to meet agreed Ministry standards to enable delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitment, expressions of interest, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
5. Active participation of the corporate activities of the Ministry as and when required.

Person Specification

In addition to being a registered nurse with the Fiji Nursing Council, the position holder must have a Bachelor of Nursing with post graduate qualifications in Public Health or Midwifery and Management with more than 10 years nursing experience including 5 years in leadership/management in Public Health, or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Proven experience and comprehensive understanding of the registered nurses and midwives' scopes of practice and the Fiji Nursing Act and Nurses Code of Conduct.
2. Profound knowledge on statistical data to influence decision making and ability to think critically and analytically.
3. Has broad knowledge and proven experience on quality improvement systems and the implementation of new systems including managing change for quality improvement.
4. Previous experience in strategic planning and leadership particularly in resource constrained environments.
5. Demonstrated knowledge and experience in responding effectively to natural disasters and public health disease outbreaks.

Skills and Abilities

1. Demonstrated ability to effectively lead and manage a large health workforce to achieve planned outcomes.
2. Demonstrated ability to manage and resolve conflict, to negotiate with, influence and promote effective communication and collaboration with all teams.
3. Ability to initiate and implement new methods and principles by incorporating them into existing nursing practices.
4. Demonstrated ability to collate, analyze and report health information or evidence-based data for decision making.
5. Excellent written and spoken communication skills to influence nursing deliverables.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character & Eligibility

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

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

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Director of Nursing
Salary Band:	Band K
Salary Range:	\$59,945.18- \$76,852.80 per annum
Location:	5 years
Duration:	Colonial War Memorial (CWM) Hospital
Unit/Division:	Hospital Services
Reports to:	Medical Superintendent CWM Hospital
Subordinates:	Deputy Director (Maternity, Paediatrics, West Wing, East Wing), Nurse

Overview of the Specific Area:

The CWM hospital is the main referral and teaching tertiary hospital in Fiji. It is a 554-bed hospital providing acute care services in the following areas: Medical, Anesthesia, Intensive care, emergency medicine, hyperbaric medicine, obstetrics & gynecology, oncology and specialized surgeries including (neurosurgery, urology, cardiology, Ear nose and throat and nephrology). Other services provided are: Special out-patients clinic and Hospital in the Home care to the Central Eastern region with a Population of 400,221.

The Position

The purpose of this position is to provide overall operational leadership and direction for nursing services to nursing staff of the hospital in accordance with the hospital business plan and regulatory requirements of the Ministry of Health.

Key Responsibilities

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

1. Develops, maintains and implements nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services and provide expert advise on nursing services when required.
2. Workforce management to meet professional expectations of performance including overseeing all aspect of disciplinary process and performance management of senior nursing staff to ensure delivery of quality nursing services/ outcomes.
3. Oversee efficient staffing levels to deliver nursing services required to meet patient demand and expected standards by preparing and reviewing the nursing services component in the overall hospital budget development including the submission for nursing overtime.
4. Oversee and ensure a well- educated nursing workforce through development, implementation, monitoring and review of the annual CWM hospital nursing training plan, contribution to the national In-Service Training Plan, and compliance with the Fiji Nursing Council legislation for mandatory continuing professional development and annual re-licence.

5. Ensure effective records management including the Public Health Information System (PHIS) and Patient Information System (PATIS) are updated as per guideline/policy.
6. Monitor continuous quality improvement and compliance with approved standards, policies and protocols related to public health nursing, infection prevention and control guidelines, and other related clinical practice guidelines.
7. Actively contribute to the Ministry corporate requirements, including planning, budgeting, disciplinary and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. CWM Hospital Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with nurse focussed policies and guidelines to meet agreed Ministry and international standards to enable patient safety and delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
5. Active participation of the corporate activities of the Ministry as and when required.

Person Specification

In addition to being registered nurse with the Fiji Nursing Council, the position holder must have a Bachelor of Nursing with post graduate qualifications in leadership/management or health management, with more than 10 years nursing experience including 5 years in leadership/management, or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Proven experience and comprehensive understanding of the registered nurses and midwives' scopes of practice and the Fiji Nursing Act (2011), the Nurses Code of Conduct and other relevant legislations relevant to nursing.
2. Profound knowledge on statistical data to influence decision making and ability to think critically and analytically.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Previous experience in strategic planning and leadership particularly in resource constrained environments.
5. Demonstrated knowledge and experience in responding effectively to natural disasters and disease outbreaks and work in collaboration with other stakeholders.

Skills and Abilities

1. Demonstrated ability to effectively lead and manage a large health workforce to achieve planned outcomes.
2. Demonstrated ability to manage and resolve conflict, to negotiate with, influence and promote effective communication and collaboration with all teams.
3. Ability to initiate and implement new methods and principles by incorporating them into existing nursing practices.

4. Demonstrated ability to collate, analyze and report health information or evidence-based data for decision making.
5. Excellent written and spoken communication skills to influence nursing deliverables
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility

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MOHMS 264/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Information Technology Network Administrator (Project)
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Health Headquarters, Dinem House
Duration:	Until 30/06/2023
Unit/Division:	Information Technology / Digital Health
Reports to:	Manager Information Technology
Subordinates:	Nil

The Position

Primary role of this position is to manage installing, configuring, and deploying network equipment to various health facilities under the World Bank funded ICT Project to ensure network connectivity is provisioned as part of the project. The officer is also responsible for procuring equipment like routers or switches, which provides the best possible efficiency in an office's IT infrastructure.

Key Responsibilities

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

1. Manage Digital Health World Bank Network Connectivity project and work closely with the Digital Health (IT) to ensure activities of the World Bank ICT components of the project are executed on time.
2. Provide reports on the progress of the World Bank Network Project and other ICT assigned projects under World Bank Funding to Management.
3. Provide technical advice and support on the procurement and design of hardware/software requirements of the World Bank ICT project.
4. Provide technical training, guidance and resource support for end users and departmental staff for the World Bank funded connected facilities.
5. Develop Standard Operating Procedures for the respective IT tasks in the World Bank funded project.
6. Actively Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective management of projects and ICT Service Desk, hardware, network and other Support Services within the agreed time frames.
2. Consistent network performance maintained with network uptime of more than 90% and effective network /hardware monitoring and evaluation in accordance with best practices and ITIL standards.

3. Project Reports are prepared and submitted in accordance with reporting standards on a weekly basis.
4. Active participation in corporate activities as and when required by the Ministry.

Person Specification

In addition to Bachelor's degree in Computing Science / Information Technology / Telecommunications / Network Engineering or equivalent from a recognized institution, Cisco Certified Network Associate or Cisco Certified Network Professional certificate strongly preferred and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 6 years' experience in Network Administration and Project Management and being able to configure and maintain all network switches, routers and telecommunications in a Cisco environment.
2. Proven experience in scheduling work assignments, settings priorities, and incident management.
3. Experience in providing support and technical expertise in networking technology, including LAN/WAN, WLAN, SD-WAN, SIP, and router management protocols.
4. Strong experience in network and system security, thorough understanding of overall concepts, and ability to implement policies, processes and develop solutions to network and security problems.
5. Demonstrated experience in various aspects of technology infrastructure design and implementation, with tangible, relevant demonstrated experience in delivering projects with scope and budget.

Skills and Abilities

1. Proficient in the use of IT systems and to manage change to achieve organisational goals.
2. Proven ability to understand infrastructure requirements and translate them into solutions including developing designs, device configurations, IP Addressing and switch port schema.
3. Demonstrated innovative skills and attention to detail to make improvements to IT systems
4. Demonstrated ability to communicate effectively with relevant stakeholders and provide reports within strict deadlines.
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 and Eligibility

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MOHMS 265/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Monitoring & Evaluation Officer (Project)
Salary Band :	Band H
Salary Range :	\$34,760.31 - \$44,564.50 per annum
Location:	Health Headquarters, Dinem House
Duration:	Until 30/06/2023
Unit/Division:	Planning and Policy Development Division
Reports to:	Head of Planning and Policy Development
Subordinates:	Nil

The Position

The position is responsible for preparing, maintaining, advising, managing and reporting on the Results framework requirements for the COVID-19 Emergency Response Project (ERP) and will join the Ministry of Health and Medical Services project management unit for the COVID-19 Emergency Response Project based at the headquarters in Dinem House, Suva. The position will also provide support on monitoring and evaluation of key programmers, functions and activities as requested to guide decision making at the Ministry.

Key Responsibilities

1. Work collaboratively with the Ministry staff to collect and compile all data relating to the Results Framework for the COVID ERP, evaluate results and provide the relevant performance information to the Permanent Secretary MHMS.
2. Provide monthly reports on state and progress of the projects M&E related work and strengthen the quality of Project progress reports including the provision of timely feedback and guidance.
3. Develop and support the conduct of the COVID ERP Beneficiary Satisfaction Surveys to meet the Project requirements.
4. Develop, implement and strengthen tracking systems for all surge related activities in collaboration with all relevant Heads including Head of Programmes, Administration, Finance, Human Resource and Divisions.
5. Assist in the review of current processes in place for monitoring and evaluation at all levels of the health system especially at divisional and sub-divisional levels.
6. Provide input and monitoring support for key functions relevant to surge capacity in collaboration with Divisional Health Information Officers.
7. Develop key resource materials to support mainstreaming of M&E functions at all levels of the Ministry.
8. Organise and conduct Monitoring & Evaluation Training to staff at Divisional and Sub-Divisional levels on strengthening existing monitoring and reporting functions.
9. Conduct assessment visits to the various health facilities in the divisions with the aim of identifying gaps and recommending solutions to strengthen tracking systems for surge capacity, aligned to the Ministry's overall approach.

Key Performance Indicators

Performance will be measured through the following Indicators:

1. Monitoring and Evaluation activities are completed and developed as planned and within agreed timelines.
2. Tracking systems developed, implemented and evaluated within agreed timelines.
3. All reviews, assessments, analysis and audits completed and reports submitted within agreed timelines.
4. Resource materials developed and training completed within agreed timelines and as per required standards.

Person Specification

In addition to having a degree either in Project Management, Public Health, Epidemiology, Biostatistics (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

Knowledge and Experience

1. Knowledge and understanding of monitoring and evaluation activities, including data management, collation and reporting.
2. Broad knowledge and understanding of plans and strategies and their linkages towards achieving outputs and outcomes at different levels of an organisation.
3. Knowledge and experience in conducting assessments and analysis to support decision making.
4. Experience in developing data collection tools, surveys, templates and monitoring plans including in-depth understanding of types of indicators and setting realistic targets.

Skills and Abilities

1. Good and effective planning, prioritising and organisational skills.
2. Demonstrated ability to work cooperatively and effectively within a team environment.
3. Demonstrated ability to communicate with a wide range of professionals in order to ascertain information and reporting needs.
4. Creative thinking skills with the ability to develop innovative approaches.
5. Effective training and facilitation skills.

Personal Character & Eligibility

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RE-ADVERTISEMENT – FIJI SUN 03 SEPTEMBER 2022

MOHMS 234/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Nurse Unit Manager
Salary Band:	Band H
Salary Range:	\$34,706.31 - \$44,564.50 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	New Surgical Ward / Nursing Division
Report to :	Deputy Director of Nursing -West Wing
Subordinates:	Team Leaders, Registered Nurses, Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants

The Position

The purpose of this position is to provide overall management and clinical supervision by developing day-to-day management and long-term planning for patient care. The position also directs and develop staff knowledge in collaborating with physicians and multidisciplinary professional staffs in providing physical and psychological support for patients and their respective and families.

Key Responsibilities

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

1. Provide overall clinical leadership and effectively manage Nursing staff in NSW so as to ensure that high quality nursing care is provided in accordance with existing policies, guidelines, protocols and that it is within the endorsed scope of practice.
2. Coordinate the efficient and effective management of the ward in terms of staffing and resources ensuring that deliverables are met as reflected in the unit's business plan.
3. Facilitate the provision and maintenance of all resources and consumables to enhance clinical practice and also updates record accordingly.
4. Maintain a safe and clean environment for staff, patients and visitors by ensuring compliance to healthcare legislations, infection prevention control (IPC) policies, OHS guidelines, waste management protocols and incident reporting.
5. Management of patients records through PATIS and maintains documentations of patient care services by auditing patient and department records.
6. Maintains patient confidence and protects operations by monitoring confidential information processing.
7. Ensures operation of bio- medical equipment by verifying availability; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories and evaluating new equipment as per unit's need.
8. Actively contribute to CWMH's and/or MOHMS's requirements including planning, budgeting and other corporate activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. All Registered Nurses in NSW are practicing effectively within the scope of practice to provide high standard of care to surgical patients.
2. Shifts are sufficiently covered, leaves/absenteeism are well controlled and staff turnover is less with high job satisfaction.
3. Patients and their respective families are satisfied with the level of care given
4. Equipment are checked on regular basis and recommended changes to be made to relevant authorities when the need arises for repair or replacement.
5. Patient record on PATIS are updated regularly and quality reports are generated and provided within the agreed timelines.
6. Continuity of professional development for staff, regular monitoring of performance and attendance to enable quality service delivery.
7. Contributions to corporate requirements met.

Person Specification

In addition to a Bachelor of Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Supervisory experience with exposure to surgical or similar work environment
2. Working knowledge of curative, therapeutic, management and rehabilitative of patients and how this functions is achieved through the nursing activities.
3. Broad knowledge and experience on quality improvement systems and their implementation
4. Understand the applicable legislation or policies/ procedures with regards to the Nursing Act (2011), other Ministry of Health and Medical Services polices, the Constitution of Fiji and other applicable employment legislations and acts.

Skills and Abilities

1. Proven ability to effectively manage a unit
2. Demonstrated the ability to work in a multidisciplinary team, providing good leadership and team work to achieve set goals.
3. Ability to communicate effectively with an excellent report writing skills.
4. Capacity to utilize computer programs to support the operations of the unit.
5. Service oriented approach with the commitment to support the corporate environment of the organization.

Personal Character and Eligibility

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