

# NEW ADVERTISEMENTS – FIJI SUN 12 NOVEMBER 2022

## MOHMS 304/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Consultant
<b>Salary Band:</b>	Band M
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 103,445.90 + On Call Allowance: 25,861.47 + Environmental Allowance 15,516.88 = F\$144,824.20
<b>Location:</b>	Paediatrics Unit
<b>Division:</b>	Labasa Hospital
<b>Reports to:</b>	Medical Superintendent
<b>Subordinates:</b>	Chief Medical Officer, PMO, SMO, MO and all staff within the Unit

#### Overview of the Hospital

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 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 Medical Superintendent 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 Health and Medical Services.

#### Key Responsibilities

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
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. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor 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. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with the Medical Superintendent.
2. Undertake clinical responsibilities in the hospital or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans 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 the following knowledge, experience, skills and abilities, the applicant must have:

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

## **Knowledge and Experience**

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

## **Skills and Abilities**

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

## **Selection Criteria**

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

**Personal Character and Eligibility**

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

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 305/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Consultant
<b>Salary Band:</b>	Band M
<b>Base salary &amp; Allowances:</b>	MOCA C: Base: 103,445.90 + On Call Allowance: 5,172.30 + Environmental Allowance 15,516.88 = F\$124,135.08
<b>Location:</b>	Ophthalmology Department
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	Medical Superintendent
<b>Subordinates:</b>	Chief Medical Officer, PMO, SMO, MO and all staff within the Department

### Overview of the Hospital

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 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 Medical Superintendent 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 Health and Medical Services.

### Key Responsibilities

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
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. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor 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. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with the Medical Superintendent.
2. Undertake clinical responsibilities in the hospital or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans 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 the following knowledge, experience, skills and abilities, the applicant must have:

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

## **Knowledge and Experience**

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

## **Skills and Abilities**

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

## **Selection Criteria**

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

**Personal Character and Eligibility**

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

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# MOHMS 306/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Medical Officer
<b>Salary Band:</b>	Band I
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74
<b>Location:</b>	Emergency Unit
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	HOD, Consultant, Chief Medical Officers, Principal Medical Officers
<b>Subordinates:</b>	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 and Eligibility**

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

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# MOHMS 307/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Medical Officer
<b>Salary Band:</b>	Band I
<b>Base salary &amp; Allowances:</b>	MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33
<b>Location:</b>	Korovou Hospital
<b>Division:</b>	Central Health Services
<b>Reports to:</b>	Principal Medical Officer/SDMO
<b>Subordinates:</b>	Medical Officers

### Overview of the Unit

The Sub Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

### The Position

The position supports and assists the Sub-divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the subdivision, under the responsibility of the Deputy Secretary for Public Health.

### Key Responsibilities

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

1. Implement activities of the Sub –Division by working effectively with the SDMO 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 Sub Divisional activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance and directive of the SDMO and DMO.
6. Undertake education, teaching and research activities to train coach, mentor 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 postgraduate qualification in Public Health or equivalent; or is pursuing a Masters in Public Health; the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

### **Skills and Abilities**

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Good communication skills.
3. Good organizational skills.
4. Ability 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 assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from SDMO and Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a 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. Able to train, mentor and support research.
6. A professional who demonstrates the highest values and ethical practice.

**Personal Character and Eligibility**

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

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# MOHMS 308/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Supervising Pharmacy Technician
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	CWM Hospital (2), Labasa Hospital (2), Valelevu Health Centre, Vunisea Hospital
<b>Unit/Division:</b>	Central Division, Northern Division and Eastern Division
<b>Duration:</b>	5 years
<b>Reports to:</b>	Senior Pharmacist
<b>Subordinates:</b>	Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

### The Position

The position is responsible for the management & operation of different units within the pharmacy department and ensures the effective and efficient delivery of high quality & progressive pharmacy service and medicine advice to produce optimum patient outcomes.

### Key Responsibilities

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

1. Manage and supervise the processes of Inpatient Dispensing, Outpatient Dispensing, Extemporaneous Manufacturing and Clinical Pharmacy ensuring adherence to Good Pharmacy Practice Guidelines
2. Oversee and be responsible for the management of medicine stock including stock take, ordering,
3. Stock rotation, stock replenishment and distribution
4. Monitor unit personnel performance and ensuring staff are performing and achieve agreed outcomes
5. Prepare and submit unit reports
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

### Key Performance 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. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.
5. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

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

### **Knowledge and Experience**

1. At least 4 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

### **Skills and Abilities**

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
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.

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# MOHMS 309/2022



## Ministry of Health & Medical Services Role Description

<b>Role:</b>	Peer Educator
<b>Salary Band:</b>	Band F
<b>Salary range:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Naviti Street Hub Centre (STI Lautoka)
<b>Unit/Division:</b>	Adolescent Health, Family Health Unit
<b>Reports to:</b>	Sub Divisional Health Sister, Divisional HIV/AHS Programme Officer, National Adolescent Health Services Programme Officer

### The Position

The position of the Peer Educator - Youth & Adolescent Health Service is responsible for coordinating, implementing, strengthening, monitoring and sustaining adolescent and youth health programme activities and initiatives at the medical sub divisional level. All activities must be aligned to the Sub divisional business plan, the Divisional business plan, Family Health Unit Business Plan, and also to the Ministry of Health & Medical Services Strategic Plan and Annual Corporate Plan.

### Key Responsibilities

1. Co-ordinate and facilitate the implementation of all health and wellness related activities and initiatives for the provision, promotion and protection aimed at improving, strengthening and maintaining the health and wellbeing of adolescent and youths at sub divisional level.
2. Conduct public health, mental health, sexual & reproductive health awareness, advocacy and relevant training among staff, in-school and out-of-school youths, relevant stakeholders, and the communities in the subdivision.
3. Provide general counselling, HIV counselling and psychosocial support to individual clients, or groups, and make appropriate referral to clinical personnel as required.
4. Attend training and capacity building programs on YAHS related issues.
5. Facilitate the implementation, monitoring and evaluation of the School Health Programme and the School Health Policy at Subdivisional level.
6. Promote MOHMS policies, Wellness programs and other relevant services that address adolescent health issues and promote youth and adolescent health wellbeing.
7. Maintain inventory of materials, equipment and program related stock
8. Maintain records of all reports, project proposals, budget details, site visit plans and registered client information
9. Draft and submit Individual Work Plan (IWP) to relevant supervisors in line with sub-divisional and national AHS Annual Work Plan (AWP)
10. Monitor and evaluate AHS related activities and contribute to the reviews of AHS related program within the sub division as per work plan
11. Effectively maintain records of activities, and submit reports in a timely manner as guided by the National Programme Officer Adolescent Health Services.
12. Evaluate the effectiveness of personal and population based adolescent and youth health services at sub divisional level and make relevant recommendations for the strengthening of services that addresses the full range of typical and special needs.
13. Actively contribute to all corporate requirements and activities of the ministry when required

### **Key Performance Indicators**

1. All required reports are to be prepared in accordance with prescribed standard and submitted within the agreed timeline
2. Effective and timely management of operational standards, policies, guidelines and procedures to strengthen high quality Youth & Adolescent Health Service is provided
3. Improvements in quality assurance and timely access to information
4. Active participation in the corporate activities of the Ministry as and when required

### **Person Specification**

In addition to Tertiary level education in Public Health, Mental health, Counselling & Psychosocial Management, Health Promotion, Reproductive Health or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Experience in working with adolescents and youths including in school and out of school youths.
2. Experience in working in a sexual and reproductive health department in a government or private sector;
3. Knowledge and understanding of monitoring and evaluation of activities, including data management, collation and reporting.
4. Knowledge of writing proposals and budgets.

### **Skills and Abilities**

1. Ability to recognise issues and risks faced by youths and adolescents, and to plan mitigating strategic activities accordingly.
2. Ability to develop work plans and implement activities in a timely manner, and report accordingly.
3. Ability to conduct trainings relevant to the program.
4. Demonstrated ability to coordinate and implement programs at the community level including monitoring and evaluation of activities.
5. Demonstrated effective organisational skills to meet tight deadlines.
6. Ability to work in a team to achieve results.
7. Good customer service skills
8. Computer literate with the ability to use Microsoft applications.
9. 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.

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# MOHMS 310/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Technical Officer Higher Grade - Lab
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Pathology Laboratory
<b>Reports:</b>	Laboratory Superintendent
<b>Subordinates:</b>	Laboratory Technician and Phlebotomist

### The Position

The position is responsible for overseeing the implementation and sustainability of Laboratory Quality Management Systems in Government clinical laboratories in the Division.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory Policies and Values of the Ministry
2. Monitor the respective Divisional Laboratory Quality Management System (LQMS) and ensure policies are implemented in a timely manner.
3. Monitor all internal Quality Control Procedures.
4. Ensure that the Divisional Laboratory participates in appropriate External Quality Assurance (EQA) scheme and Sub Divisional Laboratories participate in National Quality Assurance Program and that corrective action is taken on the results as appropriate.
5. Investigate failures to conform, to quality standards (non-compliance) and ensure appropriate corrective action is delivered.
6. Train the respective Divisional Laboratory team members in the use of the Quality Systems.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All Laboratory policies, standard operating procedures (SOP) and guidelines are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
2. Agreed monitoring and evaluation reports of LQMS audit, sub-divisional supervisory - visits, customer satisfaction survey, EQA and 5S audit are conducted in compliance with the specific requirements, and submitted with recommendations in accordance with the scheduled timeframe.
3. Timely and effective management and regular monitoring of Laboratory Quality Management System to enable continuity of service delivery.
4. All personnel are aware of and compliant with the Laboratory Quality Management System and assessment process.
5. Active participation in the corporate activities of the Ministry as and when required.

## **Person Specification**

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

### **Knowledge and Experience**

1. Extensive work experience in a Medical Laboratory environment
2. Proven experience in Laboratory Quality Management System and its significance in clinical laboratory setting
3. Proven experience in leading, managing and motivating a team with diverse background
4. Proven knowledge and experience in identifying and managing resources required and able to conduct monitoring and evaluation
5. Understanding of the Fijian Constitution (2013) and relevant policies, legislations, regulations or applicable laws of Fiji

### **Skills and Abilities**

1. Good report writing skills with an excellent ability to communicate effectively
2. Good analytical skills with an attention for detail and accuracy for data and information
3. Demonstrate ability to work within a team and ensure that targets are met within the agreed timeline
4. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the Management
5. Demonstrated ability to maintain neutrality and confidentiality
6. Capacity to utilize computer programs to support the operations of complex organization
7. Service oriented approach with commitment to supporting the corporate activities of an 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.

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# MOHMS 311/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Fitter
<b>Salary Band:</b>	Band D
<b>Salary Range:</b>	\$7.50 - \$9.61 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Hospital Services
<b>Reports to:</b>	Foreman
<b>Subordinates:</b>	Nil

### The Position

Responsible for the effective day to day operations, maintenance and repairs of all mechanical and steam operated works and fixtures, equipment's, operating and backup generators in the Hospital.

### Key Responsibilities

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

1. To assist in the repairing and maintenances of boilers, washing machines, dryers and roller ironer steam line, suction pumps, wheel chairs and beds and general welding works
2. Ensure that boilers, back-up generators and fuel supply are in working order and sufficient supply respectively.
3. Conduct weekly checks on machinery and equipment and provide a report on the status of each.
4. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed maintenance schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs and maintenance of hospital equipment and accessories as stipulated in the relevant manuals and standards.
3. Weekly status report of each machinery and equipment is provided by the due date.
4. Actively contribute to all corporate requirements of the Ministry.

### Person Specification

In addition to a trade certificate in heavy plant and machinery maintenance (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

### Knowledge and Experience

1. At least five (5) years of experience in a similar work environment, the completion of an appropriate
2. Apprenticeship training is desirable.
3. Well versed and knowledgeable in maintenance and repairs of boilers, washing machines, dryers and roller ironer, steam line, suction pumps, incinerators, autoclaves, diesel generators/engines, sterilizers, wheel chairs and beds and general welding works.

4. Experience in mechanical plant operations.
5. Knowledge in Occupational Health & Safety requirements.

### **Skills and Abilities**

1. Ability to carry out welding, plumbing, repair mechanical plants/equipment, basic electrical works and defects
2. Good communication (verbal and written) skills.
3. Demonstrated ability to work independently or as part of a team.
4. Ability to work under pressure with minimum supervision.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

### **Personal Character & Eligibility**

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# MOHMS 312/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Boiler Technician
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$6.28 – \$8.05 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Hospital Services
<b>Reports to:</b>	Foreman
<b>Subordinates:</b>	Nil

### Position Purpose

This position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in the Hospital.

### Key Responsibilities

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

1. Ensure the operations and minor maintenance of the Hospital boiler, compressor, hot water supply, fuel supply and generators are carried out in accordance with standard operating procedures and safety standards
2. Ensure that a maintenance and repair works plan is developed, implemented and reviewed in accordance with recommended specifications and standards in a timely manner.
3. To provide reports on the status and maintenance work required of the boiler, compressor, hot water supply, fuel supply and generators on a weekly basis.
4. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Operations and minor maintenance of boiler, compressor, hot water supply and generator are carried out in accordance with standard operating procedures and safety standard within the required time frame.
2. Cleanliness of working environment is maintained.
3. Reports on the maintenance work and upgrades are submitted in accordance with reporting standards within the agreed timeline.
4. Participate in all corporate activities of the Ministry as and when required.

### Person Specification

In addition to a Trade Certificate in Boiler Operations, Electrical Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

### Knowledge and Experience

1. At least five (5) years of experience in the maintenance and operational of boilers, steam vessels and pressure operating vessels.
2. Knowledge of maintenance methods and procedures involved in the operations and maintenance of boiler.
3. Knowledge of Occupational Health & Safety Requirements.
4. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Ability to operate, maintain and monitor high pressure equipment including industrial boilers.
2. Able to work independently and part of a team.
3. Ability to work under pressure and under minimum supervision.
4. Ability to communicate well with others and write reports.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

### **Personal Character & Eligibility**

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

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# MOHMS 313/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Orderly
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$6.40 - \$5.90 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	Tamavua Twomey Hospital
<b>Unit/Division:</b>	Hospital Services
<b>Reports to:</b>	Team Leader
<b>Subordinates:</b>	Nil

### The Position

The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

### Key Responsibilities

1. Ensure that sufficient supply of oxygen/ medical air is available in the ward at all times.
2. Assist stores and BOC gases in the storage of oxygen/ medical air and also keep the area clean at all times
3. Take patients for x-ray, CT scan and when required by the wards accompanied by the nurse.
4. Assist Rehab team in community outreach.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards to the morgue
7. Deliver daily report books, time books to the responsible supervisors.

### Key Performance Indicators

1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient's safety.
3. Assign task is completed within timeline.
4. Actively contribute in all corporate activities of the Ministry in a timely manner when required.

### Person Specification

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

### Knowledge and Experience

1. Experience and have knowledge of care giving in assisting the provision of patient care.
2. Understand the legal and ethical issues with regard to patient care and patient information
3. Knowledge of Occupational Health & Safety in the workplace
4. Knowledge of the Fijian Constitution (2013) and all applicable laws of Fiji.

**Skills and Abilities**

1. Good Communication skills both verbally and written
2. Demonstrate the ability to effectively work within a team, with less supervision.
3. Demonstrate the ability to work under pressure in a resource constrained environment.
4. Perform and assist the nurse in the provision of all daily living activities with confidence and competence.
5. Service and customer oriented approach, with a commitment to assist the nurses at workplace

**Personal Character & Eligibility**

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# MOHMS 314/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Attendant Pharmacy
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$6.40 - \$5.90 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Pharmacy Department
<b>Reports to:</b>	Supervising Pharmacy Technician
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for providing support to professionally qualified staff to maximize available resources for correct and faster services delivery, good stock control and safe work environment to achieve our vision.

### Key Responsibilities

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

1. Preparation of the dispensary ensuring cleanliness and adherence to Good Pharmacy Practice standards & Good Storage conditions to maintain quality of medicines
2. Replenishment of medicine stock from the Pharmacy Logistics to dispensaries and wards
3. Pre-packing, labelling and maintaining a record of pre-packed medicines for imprest to ward's
4. Ensure expiry report of medicines, update of stock cards, rotation of stock, re-distribution of excessive & near expiry medicines and waste management of medicines according to hospital & pharmacy protocols
5. Collection of data for medicine quantification & forecasting
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required

### Key Performance Indicators

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

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

### Person Specification

In addition to a pass in the Fiji Sixth Form Examination or Year 12 or completion of Foundation Science from a recognized institution or equivalent; the following knowledge, experience, skills and abilities are required to successfully undertake this role.

### **Knowledge and Experience**

1. 3-6 months of experience in a pharmacy set-up or demonstrate ability to acquire the skill quickly on the job
2. Have some knowledge or understanding of Basic inventory management skills
3. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji.

### **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**

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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