

MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Assistant Programmer HIS (Project)
Salary Band:	Band G
Salary Range:	\$32,999.24 - \$41,641.91per annum
Duration:	Until 31/07/2027
Location:	Health Headquarters, Dinem House
Unit/Division:	National SRH, HIV, STI and BBV Unit
Reports to:	Head of SRH, HIV, STI and BBV Unit
Subordinates:	Nil

Position Purpose

The Assistant Programmer HIS will design, develop and maintain software solutions that supports the delivery of healthcare services and the management of patient information. Reporting to Systems Analyst Programmer HIS and based at in the Digital Health Unit at MOHMS, the Assistant Programmer HIS will ensure that the product is innovative, user friendly and is compliant with digital health standards.

The role will work closely with MHMS IT team and relevant stakeholders to perform various analytical, development, maintenance and system administration tasks, such as keeping track of HIS issues and ensuring issues are resolved in timely manner, systems analysis and requirements gathering, software development and programming, system integration and interoperability, testing and quality assurance, system maintenance and support, documentation and training and compliance and security.

Key Responsibilities

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

1. Conducting, administering and reporting of health information system trainings at various health facilities, monitor the usage, data entry and competency.
2. Conduct audits for health information usage, develop and compile audit reports for analysis.
3. Procure and manage inventory for health information systems and its consumables including printers, laminating machines and other equipment's.
4. Upload data into health information system upon requests from various users and verifying backups for HIS database.
5. Provide HIS user and system support while ensuring Free Medicine and ICT availability.
6. Assist in data cleaning and other tasks as assigned by supervisors
7. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.
8. Actively contribute to Ministry requirements including planning budgeting selection activities when required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Planning of HIS activities including trainings, ward audits, software and hardware availability in health facilities.

2. Ensure smooth deployment of HIS in all health facilities on Govnet.
3. Ensure efficient training is delivered to all health employees required to work with HIS and relevant interfacing applications.
4. Quality report and services are provided as and when needed while outcomes are actioned in a timely and effective manner.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a bachelor's qualification in computing science or information technology/systems or related field or equivalent, the following Knowledge, Experience, Skills and Abilities (KESA) are required to successfully undertake this role:

Knowledge and Experience

1. At least 2-3 years, with proven experience in systems analysis, design, development, administration, integration, and data management.
2. Experience using SQL, C#, C++, PHP, Visual Basics or similar programming language.
3. Able to work on servers, databases and applications and an in-depth knowledge in Software Development Lifecycle, experience in writing script for ETL.
4. Experience in managing changes in the system and deploy in UAT, staging and production servers.
5. Experience in scheduling work assignments, settings priorities, tracking, monitoring, reporting, and giving direction to subordinates.
6. Experience in developing training materials, conducting and evaluating user trainings, conducting and documenting user acceptance testing.
7. Knowledge on new technologies that can be used to strengthen health information systems.

Skills and Abilities

1. Strong organisational and technical skills, including multitasking and time management.
2. Strong client-facing and teamwork skills.
3. Strong analytical and problem-solving skills in resource constrained environment and pay attention to detail.
4. Excellent interpersonal skills to effectively convey technical information to diverse audiences, including healthcare professionals, IT teams, stakeholders, and senior management.
5. Attention to detail and service-oriented approach with a commitment to supporting the operational and corporate environment of the organisation.
6. Adaptability to rapidly changing project requirements, priorities, and environments, with the ability to adjust plans and strategies accordingly to ensure project success despite unforeseen challenges.
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with a high level of customer satisfaction.

Personal Character & Eligibility

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 60, 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.