

This unit carries out a range of functions from statistical analysis to projects. Formal training in project management, statistical analysis, health policy and planning, and business process are requirements for working in this unit. Positions range from data input to building databases and statistical analysis.

This department provides expert advice and support to team leaders/managers etc on all human recourse matters. Skills required are above average communication skills and attention to detail. Training at a tertiary level in Human Resources Management is required to work as a Human Resource Consultant. On the job training is given.

Staff in this area need to have a passion for computer technology and an understanding of large organisations. Training at a tertiary level in technology would be an advantage.

This area is responsible for ordering and distributing goods around the hospital. On the job training is given.

Good keyboard skills and accuracy is an essential requirement. A degree in Accounting is required for senior accounting positions.

This team deals with the allocation of funds to both primary (eg GPs) and secondary health (hospital) services. Training at a tertiary level in accounting, contracts management, project management and business are required.

These two areas are concerned with identification and reduction of risks within MDHB and the quality of systems, processes and treatment.

Undertake reception/clerical duties across the hospital. Good organisational skills, customer relation skills and an unflappable personality are a requirement for these positions. Medical secretaries provide clinical transcription services for a range of clinical personnel from doctors to dietitians. The professional standard for medical secretaries is 97% accuracy and 80 words per minute. On the job training is available.

Typists/PAs provide typing and support to a range of services and senior staff. Good organisational skills, communication skills and above average typing skills are required.

**Check out MDHB's website for a full, updated list of all our vacancies and to apply online:
www.midcentraldhb.govt.nz/vacancy, email: vacancy@midcentraldhb.govt.nz**

