

NEWLY ADVERTISED MEDICAL OFFICERS POSITIONS – FIJI SUN 3 OCTOBER 2020

MOHMS-MD 18/2020



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Senior Medical Officer Health Protection
Level:	Band I
Salary range:	MOCA C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = F\$71,272.92
Location:	Mataika House
Division:	Health Protection
Reports to:	Head of Health Protection (CMO)
Subordinates:	Medical Officer and all other cadres at Health Protection

Overview of the Unit

The Division of Health Protection encompasses the departments of Environmental Health, Health Emergencies and Climate Change, and the Fiji Centre for Disease Control. The Division is responsible for the coordination and implementation of environmental health, health emergencies and climate change and communicable disease programs nationally.

Position Purpose

The position supports the Head of Health Protection in the operations of the Division of Health Protection, including the administration and delivery of health protection programs.

Key Responsibilities

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

1. Supports and supervises the implementation of health protection programs
2. Assists in the management of operations of the Fiji Centre for Disease Control
3. Provides assistance to divisions and subdivisions in communicable disease investigation and outbreak activities
4. Support professional development across the MOHMS.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

The Person

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. Experience in communicable disease epidemiology, surveillance and response

2. Knowledge of communicable disease epidemiology and experience in the implementation of communicable disease programs
3. Experience in the management of multi-disciplinary teams
4. Some understanding of relevant health legislation, policies and good governance principles
5. Some experience in managing the daily operations of a health facility
6. Experience in conducting training in communicable disease outbreak response

Skills and Abilities

1. Good skills in public health: specifically epidemiology, surveillance and response
2. Good communication and interpersonal skills.
3. Good organizational skills.
4. Critical thinker with the ability to recognize and assist in solving complex problems using evidence-based approach with guidance from the Head of Health Protection
5. Ability to manage multidisciplinary teams to implement health protection programs
6. Demonstrated ability in assisting in professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate competence and sound experience in communicable disease epidemiology, surveillance and response.
2. Effective manager who can assist in the supervision of a unit, and manage programs
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 & 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

MOHMS-MD 19/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Head of Wellness (Chief Medical Officer)
Salary Band:	Band L
Base salary & Allowances:	MOCA C: Base: 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28
Location:	Head Office
Division:	Wellness
Reports to:	Permanent Secretary for Health & Medical Services through the Chief Medical Advisor
Subordinates:	Program Officers for Maternal, Newborn and Reproductive Health, Child and Adolescent Health, EPI, HIV/AIDS and STI

Overview of the Unit

The Unit is situated in the ministry's head office and provides leadership in the area of Wellness and Non Communicable Disease (NCD) in the ministry, which covers the fields of Mental Health, Nutrition and Dietetics, Physical Activity, Wellness Training and Motivational Interview, Oral Health and Rheumatic Heart Disease. The Unit provides an advisory role to the Permanent Secretary and the Minister through the Chief Medical Advisor on all matters pertaining to all programs under the Wellness division. The Unit ensures that all approved policies and programs in Wellness and NCD are implemented effectively through its leadership, coordination, facilitation, and monitoring of activities.

Positions Purpose

The position provides high-level advice and support to all levels of the Ministry of Health and Medical Services in the provision of quality, relevant and timely advice on strategic planning, budgeting, implementation, monitoring and evaluation of all activities under the Wellness actions plan, with the support of the program leads in Mental Health, Nutrition and Dietetics, Physical Activity, Wellness Training and Motivational Interview, Oral Health and Rheumatic Heart Disease and consistent with the strategic intent and values of the Ministry. 2

Key Responsibilities

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

1. Provide strategic leadership and management of the Unit to ensure best practice in addressing relevant priority areas of the Ministry of Health and Medical Services (Ministry) Strategic Plan.
2. Provide leadership to the Wellness division through effective strategic planning, resource management, stakeholder engagement, and change management.
3. Oversee the implementation of Wellness and NCD programs, working with the other health divisions of the Ministry and external stakeholders.
4. Monitor, evaluate, peer review, and report on the achievements and outcomes of Wellness and NCD risk reduction programs.
5. Provide expert opinion and high level advice on Wellness and NCD to all levels of the Ministry and to external stakeholders.

6. Support and promote risk management through effective communication and management skills.
7. Support professional development for members of the division and across the Ministry and is an advocate for health and wellness.
8. When necessary, undertake clinical responsibilities in a health facility through an outreach program, engagement in a clinical governance program, or as part of a patient care team.

The Person

In addition to the following knowledge, experience, skills and abilities, the applicant must have:

A Master's degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Master's 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;

OR

If not registered as a Specialist, the Applicant must have a Master's degree in the field of specialty or equivalent qualification, and have more than five (5) years of experience in the field of NCD and wellness.

Knowledge and Experience

1. Advanced training in the field of NCD in the areas of Mental Health, Nutrition and Physical Activity, Wellness, Oral Health and Heart health
2. Strong knowledge of evidence-based standards and best practice in patient care in the relevant specialized field of Medicine.
3. Good understanding of medical and government legislation, policies and medico-legal compliance.
4. Broad understanding and experience in the use of concepts and tools of leadership, management, audits, research, monitoring and evaluation, and clinical governance.
5. Sound knowledge and experience in planning, implementing and monitoring health programs in resource limited settings.
6. Experience in leading a multidisciplinary team, working with key local and international stakeholders, and managing change.

Skills and Abilities

1. Excellent organizational and management skills
2. Excellent clinical and public health skills including procedural skills.
3. Excellent communication, interpersonal and representational skills.
4. Critical thinker with the ability to analyze and solve complex problems through innovation and an evidence-based approach.
5. Ability to lead work within a multidisciplinary team, work under pressure in a resource constrained environment, and can cope with adverse outcomes.
6. Ability to supervise, coach and mentor workers in their work and in conducting research.
7. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the competency level of a specialist and should have significant depth of experience in the relevant specialized field of Medicine.
2. Effective manager 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. 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

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