

# NEWLY ADVERTISED POSITIONS – FIJI SUN 5 DECEMBER 2020

## MOHMSP 20/2020

### Role Description

<b>Role:</b>	Manager Finance – COVID-19 Emergency Response Project
<b>Salary Band:</b>	Band I
<b>Salary range:</b>	\$43,296.63 - \$55,508.50 per annum
<b>Location:</b>	Headquarters
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	COVID-19 Emergency Response Project, Headquarters
<b>Reports to:</b>	Program Manager
<b>Subordinates:</b>	None

### Position Purpose

The position provides sound financial advice to the Project Manager on the utilization of project funds, and prepare financial reports, cash flow adjustments, and budget submissions in accordance with the relevant financial policies and regulations of government and donor agency.

### Key Responsibilities

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

1. Develop project budget and operational plan and manage the financial systems, accounts and audits including monitoring expenditure, contract management and financial obligations of the project.
2. Provide regular updates to project manager and prepare monthly, bi-annual and annual financial reports
3. Provide financial policy advice and assistance to staff of the unit
4. Actively contribute to all corporate requirements of the COVID-19 response team, including planning and budgeting where required.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Project budget and operational plan developed in accordance with the required standards and within the agreed timeframe.
2. Timely submission of accurate reconciliations and reports within set timeframes as specified in the Annual Operational Plans
3. Timely purchases and accurate payments processed in compliance within set procedures and legislations
4. Participation in the corporate activities of the unit as and when required.

### Person Specification

Post Graduate Degree (or equivalent) in Finance, Accounting, Commerce or similar from a recognized institution and must be a member of the Fiji Institute of Accountant (FIA). In addition the following Knowledge, Experience, Skills and Abilities are required to successfully undertake responsibilities of the role:

### Knowledge and Experience

1. At least five (5) years of work experience in a similar role or at a Senior Management level in an organisation;
2. Extensive experience in budget and strategic policy formulations, and other functions relevant to Accounting services.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
4. Must have good knowledge and understanding of machinery of government
5. Knowledge of accounting principles and practices, data analysis and reporting of financial data

### Skills and Abilities

1. Proven ability to work on multiple tasks simultaneously to ensure timely completion of activities

2. Ability to interpret, plan, produce reports in accordance with reporting standards
3. Strong networking and ability to interact with agencies within government and external stakeholders
4. Strong interpersonal and communication skills and the ability to work effectively with all staff
5. Ability to prioritize in order to meet strict deadlines
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction.

**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.

# MOHMSP 21/2020

## Role Description

<b>Role:</b>	Procurement Advisor – COVID-19 Emergency Response Project
<b>Salary Band:</b>	H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Headquarters
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	COVID-19 Emergency Response Project, Headquarters
<b>Reports to:</b>	Project Manager
<b>Liases with:</b>	Divisional Heads, Government Ministries/Departments, Stakeholders
<b>Subordinates:</b>	None

### Position Purpose

The position is responsible for providing advice on best procurement practices to the Project Manager, COVID-19 Emergency Response Team.

### Key Responsibilities

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

1. Manage the development, implementation and review of all procurement strategies, policies and procedures to provide a best value procurement environment;
2. Ensure the full adherence to the Procurement Regulations 2010, other procurement guidelines and statutory requirements;
3. Liaise with the Ministry of Economy for Procurements valued above \$50,001 and undertake technical evaluation meetings;
4. Provide technical advice to the Project Manager on all Procurement related matters;
5. Facilitate all procurement activities including contract development and contract management techniques, identify and implement appropriate contract strategies; and
6. Maintain the integrity of the procurement process, ensure business and operational risks are minimized and ensure maximum compliance where needed.
7. Assist in internal audit processes to ensure financial policy compliance
8. Actively contribute to all corporate requirements of the COVID-19 response team, including planning and budgeting where required.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities within the Unit's Procurement Plan are achieved and delivered within agreed timelines and in accordance with the relevant legislations, policies and procedures.
2. All procurement processes are in accordance with procurement regulations and conducted within agreed timeframes.
3. Reports are submitted by the due date and in accordance with reporting standards.
4. Active participation in the corporate activities of the project as and when required.

### Person Specification

In addition to Degree in Accounting, Economics, Finance, Supply Chain Management (or equivalent) from a recognized institution, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

### Knowledge and Experience

1. Significant experience in managing procurement responsibilities.
2. Possess sound knowledge of procurement and financial processes and procedures and law.
3. High level experience dealing with procurement policy matters and conducting negotiations with development partners and private and overseas suppliers.

### Skills and Abilities

1. Ability to give comprehensive advice on procurement and contract matters.

2. Ability to formulate and administer policies and initiatives to ensure the successful delivery of project outcomes.
3. Ability to exercise effective judgement, sensitivity and creativity to changing needs and situations.
4. Ability to work under pressure, multi-task and respond quickly when required.
5. Strong written and verbal communication skills with high proficiency in technology use.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction.

### **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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# MOHMSP 22/2020

## Role Description

<b>Role:</b>	Communication Officer (Risk) – COVID-19 Emergency Response Project
<b>Salary Band:</b>	H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Headquarters
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	COVID-19 Emergency Response Project, Headquarters
<b>Reports to:</b>	Project Manager
<b>Subordinates:</b>	Nil

### Position Purpose

The position is responsible for the management and implementation of all risk communication and logistical matters related to risk communication and maintenance of an effective and efficient risk communication system. In addition, the incumbent will be responsible for handling the media issues of the PMU by disseminating relevant information to the public through all media platforms and monitoring the reporting in the media. The risk communication officer for the Project Management Unit (PMU) is required to work within the Fiji Covid19 Emergency response Project, to implement the World Bank risk communication functions within the Government, vendors and the community at national and community level.

### Key Responsibilities

The position will be responsible for:

1. Develop, implement and manage a risk communication strategy and risk communication plan.
2. Ensure an effective and efficient risk communication system is maintained.
3. Prepare and respond to all media issues relating to the project and disseminate relevant information to the public through all media forums.
4. Provide support to the Project Manager and staff on risk communication and any other materials for the publication
5. Visit the project sites and health facilities to impart and articulate risk communication awareness to stakeholders and the public.
6. Provide reports on the implementation of the risk communication plan to the Project Manager.
7. Actively contribute to Ministry requirements including planning budgeting selection activities when required.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All risk communication plans are in place, verified and responses for genuine queries are responded to following the ministry protocol in a timely manner.
2. All risk communication aspects of the project are assessed, evaluated and mitigated and communicated to stakeholders.
3. Risk communication media releases are aired to raise awareness to the people of Fiji on COVID19 within the agreed timeframe.
4. Reports are submitted in accordance with reporting standards and by the due date.
5. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to a Degree in Communication, Journalism (or similar) or proven work experience in the field of risk communication, the following knowledge, experience, skills and abilities are required for the position:

### Knowledge and Experience

1. Proven experience in risk communications and/or press related work, including production of articles, features and/or marketing materials.
2. Demonstrated experience to work both independently and in a team, particularly in the implementation of cross-country activities and projects.
3. Demonstrated basic knowledge and preferably practical experience of community engagement processes and field related projects.
4. Good understanding of the relevant legislation governing Health risk and mitigation.

5. Basic Knowledge of health risk associated with, sustainable community development and awareness on COVID19.

### **Skills and Abilities**

1. Proven ability to set priorities while working under pressure and meet strict reporting deadlines with minimal supervision
2. Demonstrated excellent interpersonal skills and a proven track record working with a multi-disciplinary team; and proven ability to work effectively with a range of partners.
3. Demonstrated excellent computer skills with the ability to use Microsoft applications.
4. Excellent communication skills, fluency in both written and spoken English with excellent photography skills. The ability to produce videos is desirable.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction.

### **Personal Character and Eligibility**

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