

**JOB DESCRIPTIONS AND FURTHER INFORMATIONS ABOUT THE
MINISTRY OF HEALTH AND MEDICAL SERVICES POSITIONS
ADVERTISED ON FIJI SUN –SATURDAY 2ND SEPTEMBER 2017**

MOHMS 226/2017 DIRECTOR FINANCE AND ASSET MANAGEMENT

Role:	Director Finance and Asset Management
Salary Band:	K
Salary per annum	\$59, 945 to \$97,603
Location:	HQ, Suva
Unit/Division:	Finance and Asset Management
Reports to:	Permanent Secretary
Subordinates:	Principal Accounts Officer and PAS- Asset Management

Overview of the Specific Area

Finance and Asset Management Division is responsible for the implementation of national policies and procedures in relation to finance, budget, accounts and asset management. These responsibilities are carried out by two functional units as follow:

- Financial Management Unit – manages financial systems, accounts and audit, budget preparation and coordination, management accounting, contract management
- Asset Management Unit – manages infrastructure (capital construction, capital purchases), assets (board of survey), transportation (fleet management), outsourcing of certain services and contract management

The Position

The position is responsible to the Permanent Secretary for Health & Medical Services for the provision of policy advice on financial and asset management functions including all related administrative matters in an accurate and timely manner and takes overall responsibility for the efficient operations of finance and asset management functions of the Ministry:

Key Duties

1. Advise the deputy secretary, directors and senior managers on all policy matters on finance and asset management functions.
2. Manage the budget process of the Ministry in liaison with Ministry of Economy, including preparation and submission of the annual budget
3. Plan and coordinate the functions of the Ministry’s Budget Steering Committee including the monitoring of expenditure and provision of health services within allocated budget
4. Improve efficiency and effectiveness of the Asset Management unit through process improvements and better coordination with key stakeholders
5. Actively participate in service planning to ensure that infrastructure planning and management is in line with the service provision standards

6. Monitor health facility structures to ensure that facilities are fully accessible and are maintained over time
7. Monitor the tender process for capital purchases and oversee fleet management operations

The Person

In addition to relevant postgraduate qualifications in Finance or Administration or similar, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

- Proven work experience in financial resource management
- Experience in leading and managing projects including managing infrastructure related projects
- Demonstrated experience in planning and effective management of physical resources and assets
- Knowledge and experience in conflict resolution and leading mediation processes
- In-depth knowledge of Finance Management Act and Finance Instructions
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Excellent management and supervision skills
- Ability to translate organisational strategic plans to effective implementation plans for infrastructure development and management
- Demonstrated ability to analyse financial information and provide appropriate policy advise
- Demonstrate good leadership qualities including leading, managing and mentoring teams
- Excellent communication and negotiation skills

Selection Criteria

- 1) Leadership qualities
- 2) Expertise in financial management
- 3) Strategic thinking and organisational skills
- 4) Communication & negotiation abilities
- 5) Conflict resolution and mediation
- 6) Project management

MOHMS 227/2017 DIRECTOR HUMAN RESOURCES

Role:	Director Human Resources
Salary Band:	K
Salary per annum	\$59, 945.00 to \$96, 603.00
Location:	HQ, Suva
Unit/Division:	Human Resources
Reports to:	Permanent Secretary
Subordinates:	PAS PPU, PAS OHS/IR, PAS WD, PASP, PASLDU

The position

The Director Human Resources, DHR, guides and manages the overall provision of Human Resources services, policies, and programs for the entire Ministry. Moreover, the DHR

coordinates implementation of services, policies, and programs through Human Resources staff; reports to the Permanent Secretary and serves on the executive management team; and assists and advises senior managers about Human Resources issues. Additionally DHR creates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, and the recruitment and ongoing development of a superior workforce

Key Duties

1. Oversee the implementation of Human Resources programs through Human Resources staff.
2. Monitor administration to established standards and procedures and Identifies opportunities for improvement and resolves any discrepancies.
3. Oversee and manage the work of and encourage the ongoing development of Human Resources staff.
4. Develop and monitor an annual budget for all staff including its administration
5. Conduct a continuing study of all Human Resources policies, programs, and practices and to keep management informed of new developments.
6. Lead the development of department goals, objectives, and systems which includes the establishment of departmental measurements that support the accomplishment of the ministry's strategic goals.
7. Direct the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
8. Develop and administer programs, procedures, and guidelines to help align the workforce with the strategic goals of the ministry.
9. Define all Human Resources training programs, and assign the responsibility of Human Resources and managers within those programs
10. Assist with the development of and monitor the spending of the ministry's training budget.
11. Establish and lead the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce
12. Formulate and recommend Human Resources policies and objectives with regard to employee relations, and partner with management to communicate HR policies, procedures, and programs.
13. Monitor and advise managers and supervisors in the progressive discipline system of the ministry and to monitor the implementation of a performance improvement process with non-performing employees.
14. Monitor all pay practices and systems for effectiveness and cost containment.

The Person

In addition to a Bachelor's degree in Human Resource Management or similar, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

- At least 6 years of progressive leadership experience in Human Resources positions.

- Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations and training and development.
- Knowledge and experience in conflict resolution and leading mediation processes
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
- General knowledge of various employment laws and practices.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Evidence of the practice of a high level of confidentiality.

Skills and Abilities

- Excellent organizational skills.
- Above average oral and written communication skills.
- Excellent interpersonal and coaching skills.
- Demonstrated ability to lead and develop Human Resources staff members.
- Demonstrated ability to serve as a successful participant on the senior management team that provides leadership and direction.
- Excellent computer skills in a Microsoft Windows environment and record

MOHMS 228/2017 DIRECTOR PLANNING & POLICY DEVELOPMENT

Role:	Director Planning & Policy Development
Salary Band:	K
Salary per annum:	\$59, 945 to \$97, 603
Location:	HQ, Suva
Unit/Division:	Planning & Policy Development Division
Reports to:	Permanent Secretary
Subordinates:	PAO –NHA, SAS-Planning and SAS-Policy

The Position

The position is responsible to the Permanent Secretary for Health & Medical Services for evidence based health planning, policy development and analysis, healthcare financing and gender mainstreaming in the Ministry of Health & Medical Services:

Key Duties

- Oversee the development of a costed national health strategic plan including projections for future financing based on health needs
- Lead the development, monitoring and evaluation of annual operational plans aligned to the annual budget and support the development and monitoring of business plans of the Ministry
- Strengthen monitoring and evaluation of national plans through the relevant frameworks, reporting requirements and including annual reporting

- Implement relevant studies or research requirements to inform planning and policy development
- Guide the development of programme level policies and strategic action plans
- Promote the “health in all policies” approach as the focal point for policy development and health sector representative to other sector policy meetings to address the social determinants of health
- Support capacity building for monitoring and evaluation, research and policy development within the organization
- Advice on evidence based financing policy options using findings of the National Health Accounts, cost benefit analysis, system reviews and recommend appropriate health indicators
- Advise and make recommendations to senior managements and the National Health Executive Committee on policy requirements and strategic direction in terms of key issues
- Facilitate the development and analysis of policies in health and ensure the implementation of relevant studies or research requirements to inform planning and policy development
- Oversee the production of National Health Accounts, scoping for better financing options and analysing health expenditures taking into consideration the proportion of GDP in health, cost drivers and efficiencies
- Coordinate cost benefit and economic analysis of services, programs and projects to better inform policies and plans.
- Facilitate Gender Mainstreaming in Ministry of Health & Medical Services including supporting capacity building on gender issues

Key Performance Indicator

Performance will be measured through the following indicators:

1. All activities in the Planning & Policy Development Divisions Business Plan implemented effectively and on time
2. Annual Corporate Plans initiated, coordinated, developed and submitted for endorsement on time for each financial year
3. Annual Reports prepared and submitted for endorsement for each financial year

The Person

In addition to relevant postgraduate qualifications in Health Economics or Health Policy or similar the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

- Advanced knowledge of the planning frameworks and demonstrated experience in strategic plan development
- Demonstrated experience in leading the development of annual operational plans including an understanding of budgetary cycle
- Extensive knowledge of health system and some understanding of the various programmes within the health sector

- Extensive experience in policy development and analysis including developing national level policies
- Knowledge of financial resource management including understanding of economic analyses and overall financing of the health sector
- Understanding of the impact of gender on health with some experience with gender mainstreaming across, policies, plans and programmes

Skills and Abilities

- Excellent communication skills including the ability to communicate at senior management level
- Ability to engage with internal and external stakeholders and mediate strategic policy issues
- Competent in policy development and analysis including the ability to provide sound policy advice and setting standards in policy making
- Capacity building and mentoring skills with the ability to develop and lead teams
- Demonstrated ability to identify policy challenges facing the health system and offer innovative solutions

MOHMS 229/2017 CHIEF PHARMACIST

CORPORATE INFORMATION

1. Position Level: Band L
2. Salary Range: Step 1 - \$67,830.20
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Permanent Secretary for Health & Medical Services
 - b) **Liases with:** Government agencies, International Agencies, professional organizations and professional peers internationally, private sectors and regulatory bodies.
 - c) **Subordinates:** Pharmacists

POSITION PURPOSE

The purpose of the Chief Pharmacist role is to ensure and maintain the efficient and effective provision of the Pharmaceutical Services system in Fiji with the given mandate under the National Medicinal Products Policy and relevant Acts.

KEY DUTIES

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

1. Responsible for ensuring accessibility and availability of quality, safe, effective and affordable essential medicines to the people of Fiji
2. Advisory role to relevant stakeholders on the quality and safe use of medicinal products in Fiji
3. Maintain the effectiveness and efficiency of the pharmaceutical service in the public sector in relations to the supply of medicines and pharmacy practice

4. Advise the government on the pharmaceutical system as per guided by the National Medicinal Products Policy
5. Legislative role as Deputy Chairperson of the Fiji Pharmacy Profession Board and Registrar of the Fiji Medicinal Products Board as prescribed by the relevant legislations.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Availability and accessibility of safe, effective, quality and affordable essential medicines for the people of Fiji;
2. Quality use of medicines by Fijians

PERSON SPECIFICATION

To successfully undertake this role, the incumbent must have the following;

- *Registered Pharmacist in Fiji with Bachelor of Pharmacy or equivalent (Relevant Post-graduate qualification will be an advantage)*

Knowledge and Experience

1. At least more than 9-10 years' experiences in a management role as a pharmacist inclusive at the policy or national level.
2. Knowledge and understanding of the applicable legislations, the National Medicinal Products Policy and relevant guidelines or procedures pertaining to accessibility and rational use of safe and quality medicinal products.
3. Good understanding of Risk Management system
4. Knowledge and experience in business strategic planning, resource management and quality improvement.

Skills and Abilities

1. Ability to work effectively within a team environment
2. Excellent verbal and written communication skills
3. Demonstrate ability to analyze and contribute to solutions to complex problems, in a developing country context
4. Ability to interpret complex information and to take appropriate action or provide expert advice as a result
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization and quality improvement focus
6. Think strategically, develop vision and convey this vision to others

**MOHMS 230/2017 HOSPITAL ADMINISTRATOR – Labasa Hospital [Readvertised]
 MOHMS 231/2017 HOSPITAL ADMINISTRATOR Lautoka Hospital [Readvertised]
 MOHMS 232/2017 HOSPITAL ADMINISTRATOR CWM HOSPITAL**

Role:	Hospital Administrator
Salary Band:	J
Salary range:	\$51, 132 to \$83, 254
Location:	Lautoka Hospital, Labasa Hospital & CWM Hospital
Unit/Division:	Administration/Corporate
Reports to:	Medical Superintendent,
Subordinates:	All Supervisors & Managers for Corporate Services & Clinical Services

The Position

The position is tasked with assisting the Medical Superintendent in ensuring that the Hospital strategy is implemented through the coordination and direction of resources, establishment of performance objectives, the monitoring of Human Resources, budgetary allocations, capital projects and adherence to budget to maximise/ optimize the use of resources. To provide quality and sound advice on matters relating to Human Resources Management, Financial Management, Asset Management and General Services and ensuring that implementation of decision and operation of the administrative support service are in accordance to the legislation, rules, regulations and current policy guidelines in place.

Key Duties

1. Provide assistance, support and advice to the Medical Superintendent in ensuring that the Hospital Business Plan is developed, monitored and implemented through the coordination and direction of resources, establishment of performance objectives, the monitoring of human resources, management of annual budgetary allocation at cost centre level, management of capital and minor projects within the Hospital in adherence to the annual budget provision.
2. Provide quality and sound advice on matters relating to Human Resource, Financial and Asset Management and Policy matters pertaining to delivery of Medical Health Services.
3. Implement decisions and operations of the administrative support services in accordance with the respective legislations, rules and regulations and current policy guidelines in place.
4. Oversee the efficient and effective management of its annual budgetary allocation in accordance with relevant Financial Policies in place.
5. Work with the appointed Hospital Board of Visitors (BOV) on BOV projects in the hospital.
6. Provide administrative support and advice to the Medical Superintendent on Senior Executive Committee meetings and work closely with all Heads of Departments on their clinical needs. i.e supplies, office space, equipment and general stores' needs;

7. Oversee and monitor the procurement and supplies of stores, rations and consumables for use in the hospital in accordance with standard supplies and procurement policies of government resources;
8. Manage the operations of Laundry Services and supply of Linen to the wards;
9. Participate in Senior Management Committees such as Hospital Executive, Medical Advisory Council and Disciplinary Committee;
10. Monitor work performance of outsourced service providers for Security, Cleaning and Mortuary Services in accordance with their Contracts of Service;
11. Coordinate Overseas Visiting Teams' yearly visits to the hospital including clearance of all MoHMS overseas supplies through the Fiji Procurement Office in Lautoka;
12. Manage accommodation rooms for hospital staff and facilitate as Chairperson for the Housing Committee.
13. Manage Staff Establishment for all cadres including GWEs and ensure that all vacant positions are advertised in a timely manner and recruitment is done using the Open Merit Recruitment System;
14. Facilitate daily approval of Purchase Orders on line under FMIS and perform as a signatory to cheques printed out by our Finance department;
15. Monitor staff attendance through the submission of monthly returns on Late Arrivals and Absence returns.
16. Attend monthly scheduled Board of Visitors meetings.
17. Attend to Administrative and Support Service emergencies as and when required.

Selection Criteria

The Person

In addition to a Degree in Administration and Finance, Management/ Human Resource Management or similar, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

- Demonstrated experience managing contracts judiciously;
- Experience in building and sustaining relationships with a network of key people internally and externally.
- Working knowledge and understanding of the Public Service Values and Code of Conduct, General Orders and all relevant government policies pertaining to Employment and Work Conditions.
- Knowledge and Experience in Conflict Resolution and Mediation.
- Demonstrated Experience in Human Resource, Finance and Asset Management at a Supervisory Level;

Skills and Abilities

- Ability to translate the Strategic Plan into operational goals and create a shared sense of achievement within the organization.

- Demonstrate effective organizational skills
- Demonstrate ability to communicate effectively and manage teams
- Demonstrate ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Demonstrate good leadership qualities and ability to mentor subordinates effectively.
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 233/2017 NATIONAL ADVISOR ORAL HEALTH

PLEASE BE ADVISED THAT THE POST WILL BE ADVERTISED AT A LATER DATE FOLLOWING THE CONFIRMATION OF THE NEW SALARY BAND FOR THE DENTAL FRATERNITY. ANY INCONVINIENCE CAUSED REGRETED. THANKS

MOHMS 234/2017 MANAGER MISSIONS, DONATIONS AND REFERRALS

Role:	Manager Missions, Donations and Referrals
Salary Band	An attractive package will be offered
Salary Step	
Salary	
Location:	Dinem House
Unit/Division:	Hospital Services
Reports to:	Deputy Secretary Hospital Services
Subordinates:	Nil

The Position

The position is responsible for:

- Maintaining, reviewing and where necessary updating: policies, procedures and guidelines for visiting overseas health/medical teams; referrals for treatment overseas; and donations of supplies and equipment for use by the Ministry.
- Establishing and implementing appropriate processes to manage visiting teams, overseas treatment and donations in an efficient, responsive and cost-effective manner in accordance with policies, procedures and guidelines.
- Liaising with members of visiting teams, patients and their families/carers, donors and other stakeholders (including host/recipient organisations in Fiji and offshore service providers) to ensure high levels of partner/stakeholder satisfaction.

Key Duties

- Understand and implement the policies, procedures and guidelines for visiting teams, overseas treatment and donations.
- Liaise with service providers and Ministry of Health and Medical Services' local counterparts and Clinical Service Networks (via Medial Superintendents and Divisional Medical Officers) as required to plan and schedule services offered by visiting teams.

- Manage financial, logistical and other arrangements (e.g. visas, customs clearances, temporary professional registration and other approvals) required for entry and functioning of visiting teams and importation/use of donated supplies and equipment.
- Serve as Secretary to, and manage the work of, the Overseas Medical Treatment Committee and the Medical Advisory Committee required to assess application for overseas treatment.
- Monitor the market for overseas services, maintain contact with current or potential service providers and negotiate with providers to obtain access at the best available price to services that meet relevant quality standards.
- Make travel and other arrangements required for patients, family members and/or medical escorts in connection with overseas treatment.
- Obtain reports and other monitoring/evaluation materials as required to assess the effectiveness of visiting teams, donations and overseas referrals and provide reports on performance.
- Provide training or other advice as required to ensure MoHMS staff are aware of the role played by visiting teams, donations and overseas referrals and are able to make best possible use of them in performing their duties.

The Person

Bachelor's or higher degree in a business or professional field (e.g. management, commerce, business, health sciences)

In addition, the knowledge, experience, skills and abilities required to successfully undertake this role are:

Knowledge and Experience

1. Knowledge of administration and management
2. Experience of developing, maintaining and implementing policies, procedures and guidelines
3. Knowledge and experience in monitoring, evaluation/analysis and audit.
4. Experience in managing resources in a resource constrained environment.
5. Familiarity with health services and the roles of health professionals
6. A demonstrated capacity to educate and advice on standards, guidelines, procedures and policies.

Skills and Abilities

1. Demonstrated ability to deliver responsive services within financial and time constraints
2. Ability to prepare written documentation
3. Strong written and verbal communication skills
4. Customer focus and client-centredness with strong listening skills and ability to show empathy
5. Professional demeanour
6. Ability to maintain confidentiality and impartiality in managing work processes and applying policies, procedures and guidelines

MOHMS 235/2017 EXECUTIVE ASSISTANT TO PERMANENT SECRETARY

[Readvertised]

1. **Salary Range:** Band I
2. **Duty Station:** Suva
3. Reporting Responsibilities;
 - a) **Reports To:** Permanent Secretary, Ministry of Health & Medical Services
 - b) **Liases with:** Members of MOHMS leadership team, Minister's Office staff
 - c) **Subordinates:** Secretary to the Permanent Secretary
- 4 **Responsible Staff:** 1

POSITION PURPOSE

The Executive Assistant is responsible for ensuring the efficient and effective functioning of the Permanent Secretary's Office to provide responsive, timely and quality services to internal and external stakeholders.

KEY DUTIES

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

1. Develop, implement and maintain efficient and effective systems to manage the movement of correspondence to, through and from the Office of the Permanent Secretary
2. Develop, implement and maintain systems to monitor and report on progress of tasks delegated to other officers by the Permanent Secretary
3. Undertake other administrative tasks as required on behalf of the Permanent Secretary
4. Prepare and/or review basic letters, briefing papers, reports and presentations
5. Collect, interpret and present data and other information using online search tools, spread sheets, word processing and graphics software
6. Oversee the Permanent Secretary's schedule to ensure efficient use of time and manageable workloads

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and effective handling of all correspondence
2. No lost or missing hard copy or email correspondence
3. More than 90% of agreed deadlines for responses to correspondence met
4. Fewer than 25% of written materials require significant re-drafting or re-work
5. More than 80% of delegated tasks completed on time and to an acceptable standard of quality

PERSON SPECIFICATION

Bachelor's or higher degree in either:-

1. a business or professional field (e.g. management, commerce, business) ; or
2. medicine, nursing or health sciences

In addition, the knowledge, experience, skills and abilities required to successfully undertake this role are:

Knowledge and Experience

1. Minimum of three years' experience of work in a high-performing, high-pressure office environment
2. Minimum of three years' supervisory/junior/middle management experience
3. Experience of using word processing, spread sheet and presentation software
4. Experience in developing and documenting administrative processes
5. Experience in a customer service or other role requiring a high level of responsiveness to the public

Skills and Abilities

1. Excellent English language written and verbal communication
2. Excellent inter-personal skills
3. Professional demeanour
4. Strong organisational ability
5. Ability to prioritise and multi-task
6. Attention to detail
7. High level of initiative and ability to self-manage

OTHER INFORMATIONS

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must be under the age of 55 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

Applicants for employment in the Ministry of Health & Medical Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical report and police clearance as a condition of employment.

To apply for the above positions, applicant must provide an up-to-date resume with copies of academic certificates & transcripts, at least two referees with one being a current or recent supervisor, a covering letter of no more than three pages which explains how you meet each of the selection criteria. Applications that do not address the selection criteria will not be considered.

Applications for the position must be received **by 4.00pm on Friday 15th September 2017** and addressed to:

1. **Applications by post:**

Permanent Secretary for Health & Medical Services
PO Box 2223, Government Buildings
Suva, Fiji

2. **Applications can be hand delivered to:**

“DROP MOHMS JOB APPLICATION BOX”
Reception Desk, Ground Floor, Dinem House, 88 Amy Street,
Suva, Fiji

3. **Applications can also be e-mailed to: recruitment@health.gov.fj**

LATE APPLICATIONS WILL NOT BE CONSIDERED.

For any enquiries, please email kratusaitadra@psc.gov.fj