

MINISTRY OF HEALTH AND MEDICAL SERVICES

A range of exciting opportunity is now available for you to join the Ministry of Health and Medical services. The core function of the Ministry of Health & Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji. The Ministry is committed to improve primary, secondary and tertiary healthcare.

The Ministry of Health & Medical Service is obliged to ensure accessible, equitable and affordable health services to all citizens of Fiji without discrimination.

We invite application from suitably qualified individuals for the following positions:

COUNSELLOR – ST GILES HOSPITAL – MOHMS 88/2017

Role:	Counsellor
Level:	HW03
Salary range:	\$28,911 to \$36,554
Location:	St. Giles Hospital
Unit/Division:	Counselling
Reports to:	Medical Superintendent St. Giles Hospital
Subordinates:	-

The Position

Clinicians employed in this position will operate as recovery oriented clinicians. They will provide best practice clinical interventions for mental health problems, coordinate services, monitor progress and actively support recovery. This position will function as part of the treatment team, along with all other team members, and be expected to contribute to the day to day functioning of the team as well as provide specialist discipline specific interventions as appropriate.

Key Duties

- Responsible for the day to day clinical decisions related to patient care consistent with policy and appropriate delegations
- Provide clients with professional, approachable, and effective counselling services

- Consult with appropriate senior staff when care or individual/group needs requires expertise beyond own scope of competence
- Educate and empower individuals with the ability to cope with issues interfering with everyday life and impacting on mental health and wellbeing.
- Act as a liaison between the client and their family, relevant professionals and informal services to work towards the goals of the treatment plan.
- Advocate on behalf of client and family within health services and wider community to help make the client’s preferences known and secure services needed
- Work as part of a multidisciplinary team of health professionals to coordinate treatment plan.
- Implement legislation, regulations, standards, codes and policies relevant to their role in a way that supports patients and their families and carers. Privacy, dignity and confidentiality are maintained and safety is actively promoted
- Support the principles of recovery-oriented mental health practice in working with consumers, families and carers
- Actively respond to the social, cultural, linguistic, spiritual and gender diversity of consumers , families and carers, incorporating those differences in practice
- Provide a high standard of evidence based assessment that meets the needs of consumers and families or carers, and facilitates timely entry to services
- Facilitate access to and plan quality, evidence-based values based health and social care interventions to meet the needs, goals and aspirations of patients and their families and carers
- Assist consumers to exit the service or transfer care, and support active steps towards relapse prevention.
- Recognize that patients and their families and carers are part of a wider community, and that mental health services are one element in a wider service network
- Seek to deliver an excellent service for all patients. Active steps are taken to improve services and mental health practice
- Establish a connection and rapport with consumers, and develop effective therapeutic relationships. Maintain a high standard of documentation and use information systems evaluation to ensure data collection meets clinical, service delivery, monitoring and evaluation needs
- Use mental health promotion and primary prevention principles, and seek to build resilience in communities, groups and individuals
- Recognize the rights of patients, carers and families, acknowledging power differentials and minimizing them whenever possible. The provision of treatment and care is accountable to patients, families and carers, within the boundaries prescribed by national, professional, legal and local codes of conduct and practice. Take responsibility for maintaining and extending their

professional knowledge and skills, including contributing to the learning of others

- Assist in maintaining a comfortable, convenient and therapeutic environment which is conducive for clients to address their psychological needs.
- Provide supervision to students and education to other clinicians and members of the multidisciplinary team

Selection Criteria

The Person

In addition to Postgraduate Diploma in Psychology or Counselling with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Registered Counsellor with Oceania Psychology and/or Fiji Association of Social and Community Workers would be essential.

Knowledge and Experience

1. Experience in the field of mental health counselling
2. Experience in working with challenging complex behaviours and issues related to mental health, illnesses and disorders
3. Knowledge of the Mental Health Decree (2010)

Skills and Abilities

1. Demonstrated ability to work independently and in consultation with the multidisciplinary team;
2. Demonstrated ability to engage patients and their families/carers in services;
3. Excellent communication (verbal and written) and presentation skills
4. Ability to effectively use Microsoft programs such as - MS Word, Excel & Power point
5. Demonstrated ability to work cooperatively and effectively within a team environment

NATIONAL PROGRAMME OFFICER –ADOLESCENT HEALTH SERVICES MOHMSP 53/2017

Role:	National Programme Officer - Adolescent Health Services
Level:	SS02
Salary range:	\$29,530 - \$37,564
Location:	MOHMS HQ, Suva
Unit/Division:	Family Health Unit

Reports to:	NAFH, DSPH and PSHMS
Works in Consultation with:	DMOs & DHSs, Medical Superintendents, Family Health Programme Officers, CEO HIV/STI, SDMOs and SDHSs,
Subordinates:	Peer Educators, Divisional HIV Programme officers

THE POSITION

The position of the National Programme Officer - Adolescent Health Service, is responsible for coordinating, implementing, strengthening, monitoring and sustaining adolescent and youth health programme activities and initiatives aligned to the Family Health Unit Business Plan and also to the Ministry of Health & Medical Services Strategic Plan and Annual Corporate Plan.

KEY DUTIES

- Co-ordinate and facilitate the implementation of all health and wellness related activities and initiatives for the provision, promotion and protection aimed at improving, strengthening and maintaining the health and wellbeing of adolescent and youths nationally.
- Apply relevant legislations, guidelines and procedures in the provision of equitable, accessible and sustainable adolescent health care services according to the Ministry of Health & Medical Services Strategic Plan, Annual Corporate Plan and the Family Health Unit Business Plan.
- Facilitate the implementation, monitoring and evaluation of the School Health Programme and the School Health Policy.
- Provide expertise in adolescent & youth health services provision to inform broader policies, programs and services initiatives for the benefit of adolescents & youths in the target population.
- Promote MOHMS policies, program and services that address adolescent health issues.
- Forge partnerships with key government stakeholders, non-government organizations and international agencies, communities and healthcare providers to develop comprehensive, coordinated efforts to address the needs of adolescents and youths.
- Evaluating the effectiveness of personal and population based adolescent and youth health services that address the full range of typical and special needs.
- Supervise and facilitate the work of Peer Educators nationally.
- Conduct relevant research and related evaluations that develop new insights and approaches to promoting and addressing adolescent & youth health and wellness needs.

SELECTION CRITERIA:

THE PERSON

In addition to University Graduate with Diploma or Degree in Medicine, Nursing, Public Health, Counselling & Psychosocial Management, Health Promotion, Reproductive Health or equivalent, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Having a Post graduate qualification in Social work or other health related field would be an advantage.

KNOWLEDGE AND EXPERIENCE

- Knowledge and understanding of the healthcare service delivery system and structure in Fiji.
- Knowledge and understanding of the MOHMS School Health delivery system.
- Experience in working with adolescents and youths including in school and out of school youths.
- Experience in working in a sexual and reproductive health department in a government or private sector;
- Knowledge and understanding of monitoring and evaluation of activities, including data management, collation and reporting.
- Knowledge of administration and management skills with some experience in managing programs at National level.
- Knowledge of writing proposals and budgets.
- Knowledge of basic procurement and public finance regulations of the Government of Fiji.
- Knowledge and experience in working with national and international stakeholders.
- Understand the linkages between the different thematic areas in Family health, and has the ability to work in partnership with other programme officers to facilitate the implementation of the Family health activities and initiatives.
- Understanding of the Fijian Constitution [2013], applicable laws of Fiji including the Sexual reproductive health, Crimes Decree, National Gender Policy, and the Fiji HIV/AIDS [Amendment] Decree 2011.

SKILLS AND ABILITIES

- Ability to recognise issues and risks faced by youths and adolescents, that has a potential to contribute to the ill health/wellness of this vulnerable

population and has the ability to plan mitigating strategic activities accordingly.

- Demonstrate ability to coordinate and implement programs at all level including monitoring and evaluation of activities.
- Demonstrated effective organisational skills to meet tight deadlines.
- Demonstrated ability to work cooperatively and effectively with minimal supervision within a challenging working environment.
- Ability to effectively use computer programs to support the effective operations of the program.
- Ability to develop work or activity plans strategically and in a timely manner.
- Ability to supervise Adolescent & Youth Health Services related programmes at all levels effectively
- Ability to conduct trainings relevant to the program.
- Service oriented approach, with a commitment to support the operational environment of the program

PEER EDUCATOR – YOUTH & ADOLESCENT HEALTH SERVICES [YAHS] MOHMSP 52 - 55/2017 [19 POSITIONS]

MOHMSP 52/2017 – CENTRAL DIVISION [5 POSTS]

MOHMSP 53/2017 – EASTERN DIVISION [4 POSTS]

MOHMSP 54/2017 – WESTERN DIVISION [6 POSTS]

MOHMSP 55/2017 – NORTHERN DIVISION [4 POSTS]

Role:	Peer Educator – Youth & Adolescent Health Services (YAHS)
Level:	JD04
Salary range:	\$19,069 - \$24,330
Location:	Sub Divisions
Unit/Division:	Adolescent Health, Family Health Unit
Reports to:	Sub Divisional Health Sister, Divisional HIV/AHS programme officer, National Adolescent Health Services Programme Officer
Works in Consultation with:	Subdivisional management team, Area medical officers, School health team & Zone nurses
Subordinates:	Not Applicable

THE POSITION

The position of the Peer Educator - Youth & Adolescent Health Service is responsible for coordinating, implementing, strengthening, monitoring and

sustaining adolescent and youth health programme activities and initiatives at the medical sub divisional level. All activities must be aligned to the Sub divisional business plan, the Divisional business plan, Family Health Unit Business Plan, and also to the Ministry of Health & Medical Services Strategic Plan and Annual Corporate Plan.

KEY DUTIES

- Co-ordinate and facilitate the implementation of all health and wellness related activities and initiatives for the provision, promotion and protection aimed at improving, strengthening and maintaining the health and wellbeing of adolescent and youths at sub divisional level.
- Conduct public health, mental health, sexual & reproductive health awareness, advocacy and relevant training among staffs, in-school and out-of-school youths, relevant stakeholders, and the communities in the subdivision.
- Provide general counseling, HIV counseling and psychosocial support to individual clients, or groups, and make appropriate referral to clinical personnel as required.
- Attend training and capacity building programs on YAHS related issues.
- Apply relevant legislations, guidelines and procedures in the provision of equitable, accessible, safe and sustainable youth & adolescent health care services in the sub division.
- Facilitate the implementation, monitoring and evaluation of the School Health Programme and the School Health Policy at Subdivisional level.
- Promote MOHMS policies, Wellness programs and other relevant services that address adolescent health issues and promote youth and adolescent health wellbeing.
- Maintain inventory of office materials and equipment's provided through the program and maintain office cleanliness and youth friendly environment
- Provide support to nursing operations without compromising core responsibilities
- Record and manage distribution of condoms, IEC material, and program related stock.
- Keep records of all reports, project proposals, budget details, site visit plans and registered client information
- Draft and submit Individual Work Plan (IWP) to relevant supervisors in line with sub-divisional and national AHS Annual Work Plan (AWP)
- Participate in sub-divisional and divisional reviews of AHS related program
- Monitor and evaluate AHS related activities within the sub division as per work plan

- Effectively maintain records of activities, and submit reports in a timely manner as guided by the National Programme Officer Adolescent Health Services.
- Evaluate the effectiveness of personal and population based adolescent and youth health services at sub divisional level and make relevant recommendations for the strengthening of services that addresses the full range of typical and special needs.

SELECTION CRITERIA:

THE PERSON

In addition to Tertiary level education in Medicine, Nursing, Public Health, Mental health, Counselling & Psychosocial Management, Health Promotion, Reproductive Health or equivalent, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

- Having work experience in counselling, services provision, awareness and advocacy in HIV & STI, Sexual & Reproductive Health, Public Health, Social work, Project management or other health related field
- Knowledge and understanding of the healthcare service delivery system and structure in Fiji.
- Knowledge and understanding of the MOHMS School Health delivery system at Subdivisional level.
- Experience in working with adolescents and youths including in school and out of school youths.
- Experience in working in a sexual and reproductive health department in a government or private sector;
- Knowledge and understanding of monitoring and evaluation of activities, including data management, collation and reporting.
- Knowledge of writing proposals and budgets.
- Knowledge of basic procurement and public finance regulations of the Government of Fiji.
- Understand the linkages between the different thematic areas in Family health, and has the ability to work in partnership with other programme officers to facilitate the implementation of the Family health activities and initiatives at Sub divisional level.
- Understanding of the Fijian Constitution [2013], applicable laws of Fiji including the Sexual reproductive health, Crimes Decree, the Fiji HIV/AIDS

[Amendment] Decree 2011, the National Gender Policy, and the School Health Policy.

SKILLS AND ABILITIES

- Ability to recognise issues and risks faced by youths and adolescents, that has a potential to contribute to the ill health/wellness of this vulnerable population and has the ability to plan mitigating strategic activities accordingly relevant to the needs in the subdivision.
- Ability to effectively use computer programs to support the effective operations of the program.
- Ability to develop work plans strategically and implement activities in a timely manner, and report accordingly.
- Ability to conduct trainings relevant to the program.
- Demonstrate ability to coordinate and implement programs at the community level including monitoring and evaluation of activities.
- Demonstrated effective organisational skills to meet tight deadlines.
- Demonstrated ability to work cooperatively and effectively within a challenging and vigorous working environment.

Service oriented approach, with a commitment to support the operational environment of the program.

PROGRAMME OFFICER CHILD HEALTH – MOHMSP 56/2017

Role:	Programme Officer Child Health
Level:	SS01
Salary range:	\$39,452 - \$49,820
Location:	MOHMS HQ, Suva
Unit/Division:	Family Health Unit
Reports to:	Permanent Secretary for Health, Deputy Secretary for Public Health & National Advisor for Family Health
Works in Consultation with:	NAFH, NAND, NANCD, Hospital and Public Health Managers, Program Managers & Programme Officers within the Family Health Unit
Subordinates:	Not Applicable

THE POSITION

The position of the Programme Officer Child health is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all Child Health Services programme and its related

activities within the Ministry of Health and Medical Services in Fiji. The position works under the National Advisor Family Health.

KEY DUTIES

Services

- Coordinate and facilitate the implementation of all child health activities guided by all child health services related plans, policies and regulations.
- Providing logistical and administrative support to the National Advisor Family Health.
- Provides Secretariat support to the National Paediatric Clinical Service Network Committee.
- Provide support to the review of child health services related policies, legislation, curriculum and training materials, and child health cards.
- Coordinate and provide oversight on the implementation of Child Health activities within the division and the sub divisions.
- Work in collaboration with donor partners to facilitate donor support activities.
- Assists in the coordination and facilitation of procurement, distribution and monitoring of all consumables relevant to the discharge of child health services program in Fiji.
- Assists in the formulation of the Implementation Plan for the National Strategic Plan on Child Health.
- Works in collaboration with other MOHMS partners in the packaged delivery of the School health programme and also facilitates the implementation and monitoring of the same.
- Assists in the development of the Child Health Strategic Plan including recommendation for timely reviews and delivery of quality Child Health Services.

Finance, Human resource development and Capacity Building

- Coordinate and facilitate relevant in services training and capacity building program to improve child health service delivery in the country.
- Coordinate capacity building visits, events and small group learning processes under the Ministry of Health Child Health program as agreed on by the Paediatric CSN Committee and relevant Public health managers.
- Ensure appropriate utilization of the Child health budget under the Family Health Unit and, other donor funds as guided by the Finance regulations.

- Ensure regular reporting & Acquittals of Ministry of Health and Donor funds in a timely and efficient manner at the end of each quarter and annually.

Monitoring & Evaluation

- Maintain relevant data related to the Child Health programme activities providing timely and quality report, collation and analysis of the collected data.
- Developing a Monitoring & Evaluation Plan of the planned activities under the Business Plan with a budget outline to reflect internal & external resources.
- Project monitoring & evaluation in liaison with both internal and external stakeholders
- Coordinate the regular Audits of the program with the audit tools prepared to ensure the constant Monitoring & Evaluation of the program.
- Assists in the coordination of monitoring and evaluating Child Health programs implemented by stakeholders.
- Responsible for conducting Audits on the use of the WHO Pocket book and IMCI Guideline to all relevant Health Facilities.
- Assists in the BFHI Assessment with other relevant partners within the MOHMS.
- Coordinates and facilitate monitoring and evaluation of Child Health activities including education, community based activities and National Events within the Ministry of Health & Medical Services.

SELECTION CRITERIA:

THE PERSON

In addition to University qualification Diploma or a Degree Graduate in Medicine, Nursing, Public Health, Health Promotion, Child Health or equivalent, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Having a Postgraduate qualification would be an advantage.

KNOWLEDGE AND EXPERIENCE

- Knowledge and understanding of the healthcare service delivery system and structure in Fiji
- Experience in working in Public health, Community Medicine, Child Health services, Paediatric Health services or Maternal and Child health services in a government or private institution;

- Knowledge and understanding of the Expanded programme on immunization in Fiji.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be under the age of 55 years, 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.

The Ministry of Health & Medical Services is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.

To apply for this role 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 12th May 2017** and addressed to:

Applications by post:

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

Applications hand delivered to:

“DROP MOHMS JOB APPLICATION BOX”

Reception Desk, Ground Floor, Dinem House
Suva, Fiji

Applications emailed aliti.tamani@govnet.gov.fj

LATE APPLICATIONS WILL NOT BE CONSIDERED.

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