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## TERMS OF REFERENCE FOR HEALTH RESEARCH OFFICER –CAPACITY BUILDING & PROJECTS

The New Funding Model is a transitional funding, supported by the Global Fund and is a result of the concept note submission by the Fiji Country Coordinating Mechanism (CCM) which provides program oversight. The Ministry of Health and Medical Services (MoHMS) is the Principal Recipient (PR) with the National TB Programme (NTP) as the only implementing unit. There are three (3) sub-recipients (SRs) external to the MoHMS and they are the Fiji National University (FNU), the Fiji Nurses Association (FNA) and the Fiji Red Cross Society (FRCS). All SRs will report to the Grant Management Unit (GMU) of the PR. The Willingness to Pay (WTP) funding has commenced up to 31<sup>st</sup> December 2018.

The goals of the grant are aligned to the National Strategic Plan (NSP) of the TB programme from 2015-2020 and they are:

1. To contribute towards the goal of 5% reduction of TB incidence in 2020 (baseline 2013 WHO TB estimates);
2. To sustain TB treatment success rates beyond 85% and
3. To contribute towards the goal of 25% reduction of TB mortality in 2020 (baseline 2013 WHO TB estimates).

**The Grant Management Unit invites applications from experienced and qualified individuals for the following positions:**

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- 1. Position Title:** Health Research Officer –Capacity Building & Projects (formerly Public Health Research Officer)  
**Location:** Public Health Division, Ministry of Health and Medical Services, Suva  
**Reports to:** Office of the Deputy Secretary Public Health  
**Period:** February -30<sup>th</sup> June 2018

The position reports directly to the office of the Deputy Secretary Public Health and works collaboratively and assists with other officers of the Health Research Unit (HRU) under the supervision of the Director Health Information & Research.

The position reports indirectly to the office of the Grant Manager- Grant Management Unit during the period of support to assess performance and re-engagement after the probation period.

### Key Purpose of role

- The Health Research Officer Capacity Building and Projects-CBP (Public Health Division) will report to (DSPH)the Deputy Secretary Public Health and work in collaboration with key counterparts and development partners organisations to coordinate, facilitate, implement and monitor health research activities within relevant ethical guidelines and research procedures.
- The Health Research Officer CBP, will act to provide support, mentoring, coaching and supervision to health officers conducting research directly or indirectly within the Ministry and the public health programmes to identify, plan, propose and assist with relevant public health surveys and research within relevant ethical guidelines and research procedures.
- The Health Research Officer CBP, will work together with relevant heads of departments to monitor the translation of research and surveys recommendations to relevant policies and interventions that will help improve the delivery of services.
- The Research Officer (Public Health Division) CBP will coordinate and collaborate with the Health Research Unit of the Division of Health information and Research Analysis to ensure capacity building in research and institutionalization of research data, and contribute to the National Research Policy and other relevant research guidelines.

### Key Performance Indicators for this role (key responsibilities)

- The Health Research Officer CBP will coordinate, facilitate and provide support, advice and plans in the strengthening health research activities and capacity building in research and with the application of evidence based information.
- Encourage and Facilitate a Research Based Culture in the Ministry of Health & Medical Services with linking to other areas of MoHMS to improve systems/processes and services.
- Coordinate health related research and publication activities for the public health division of MOHMS in addition the national and international institutions or entities.
- Coordinate and facilitate research capacity building activities for MOHMS staff with particular focus on SORT-IT (Structured Operational Research Initiative Training) and other formal training structures.

- Coordinate and facilitate the efficient, effective and timely publication of the Fiji Journal of Public Health and its related activities.
- Produce annual work plan and annual report on all activities conducted by the position and unit.
- Advocate for health research amongst health workers, CSOs, etc. and its publication in journals; especially facilitate application in policies or guidelines.

### Reporting Relationship

- The position reports directly to the office of the Deputy Secretary Public Health and works collaboratively and assists with other officers of the Health Research Unit (HRU) under the supervision of the Director Health Information & Research.
- The position reports indirectly to the office of the Grant Manager- Grant Management Unit during the period of support to assess performance and re-engagement after the probation period.

### Reporting Requirements

- The post is required to submit monthly report to the Deputy Secretary Public Health and to DHIRA.
- Update of all public health research related activities (includes but is not limited to: proposals submitted, cleared and implemented; articles submitted for publication in Fiji Journal of Public Health; workshops and trainings conducted and Health research related meetings attended and conducted).
- Update on any other important issues pertaining to public health research activities.

### Qualifications/Professional registration/ other requirements

The candidate needs to be able to demonstrate key attributes identified in the KPI for this role. The ideal applicant will be someone who has the following qualities:

- Holds a Bachelor Degree in Social Sciences, Administration or Public Health or Research related field.
- A postgraduate qualification in Public Health or other relevant discipline is mandatory.
- At least 5 years' experience in research activities such as publishing in journals including developing and conducting capacity building training programmes, journal peer review processes, ethics review processes and have a general understanding of the Fiji Health Sector Research.
- Ability to use Microsoft office and common analytical packages
- Computer literate and excellent presentation skills
- Excellent communication skills and ability to work in a multi-stakeholder environment

### Performance Management

The officer is required to undertake a three (3) months' probation period with fulfillment of set KPIs.

The continuity of employment is dependent on achieving a performance score of 85% or more.

### Miscellaneous

The officer will be assigned other duties as deemed fit by the office of the Deputy Secretary Public Health.

The officer will be entitled to capacity building opportunities as per performance assessment outcomes.

### Salary Structure:

The gross salary per annum is equivalent to the Fijian Civil Service Band: Band I \$55, 508.5 – 70,495.80 and is dependent on qualification, experience and previous performance.

Applicants should provide their completed curriculum vitae and specifically address each of the KPIs listed for the position in their covering letter. Applicants should provide names and contact details of three (3) referees.

Please forward your completed cover letter and CV by post or hand-delivered addressed to:

**The Grant Manager  
The Grant Management Unit  
Level 2  
Ministry of Health  
88 Amy Street, Toorak, SUVA  
P. O. Box 19255,  
Suva.**

**For any queries:** Please contact **Ms. Maca Colata** on **Telephone:**

**679-995 8623** or **330 6177 Ext 340 168** or on email – [colatamaca@gmail.com](mailto:colatamaca@gmail.com)

**Closing Date:** By 4:00pm (Fiji Time), **Monday, 5th of February 2018**

 **END**  
**TB**