



MINISTRY OF HEALTH & 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.

We invite applications for the following:

MOHMS 997/2018: SENIOR EXECUTIVE SUPPORT OFFICER, EXECUTIVE SUPPORT UNIT

Role:	Senior Executive Support Officer
Salary:	\$34,760.31 - \$56,596.92
Location:	Executive Support Unit- Head Quarters
Unit/Division:	Executive Support Unit
Reports to:	Head of Executive Support Unit
Liases with:	Minister, Assistant Minister, Permanent Secretary and Senior Managements and External and Internal stakeholders

This Position

The role of the position is to provide the first level advice and general executive support services to the office of the Minister for Health and Medical Services.

Key Responsibilities/Duties

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

1. Ensure that all logistics and travel arrangements are well planned.
2. Provide secretariat supports in all Ministers engagements
3. Oversee the timely responses to members of the public and media queries.
4. Coordinate and facilitate drafting and submission of Cabinet Papers to Cabinet Office according to the standards and requirement of Cabinet Paper Guidelines.
5. Coordinate and facilitate Parliament statements, questions and responses for the Minister during Parliament Sessions.
6. Oversee local and overseas tours and visits for Minister, Assistant Minister and Permanent Secretary for Health and Medical Services.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. All travel and meeting plans are executed in a timely manner
2. Ministerial speech, Cabinet papers are submitted in a timely manner
3. Meeting Resolutions are well coordinated and effectively facilitated with all respective agencies
4. Effective and timely submission of responses, updates within the agreed timeline and making recommendations for decision making.

Selection Criteria

The Person

In addition to a University qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Demonstrated experience in organising and facilitating multi-sectoral meetings
2. High level understanding of and experience in government and parliamentary processes, government legislation or policies/procedures
3. Good understanding of MOUs, MOAs and Cabinet papers development and processes.
4. Sound knowledge of Microsoft Software – excel, word and PowerPoint.

Skills and Abilities

1. Proven ability to make complex judgments and take initiative through delegated responsibilities.
2. Good and effective planning, prioritising, organisational and liaison skills.
3. Ability to deal with confidential information, maintain professionalism and team management
4. Ability to provide administrative, logistical and secretariat support services in accordance with strict deadlines.
5. Ability to serve customers efficiently and effectively with due diligence.
6. Demonstrate ability to manage time and commitment to work.
7. Proven written and verbal communication skills, including preparation of advice to external stakeholders, submissions and business cases.
8. Advanced interpersonal skills, including demonstrated ability in multi-stakeholder engagement including representatives of clinical professional groups, executives, senior managers and external organisations.

Application Process

Applicants are to note the following when applying.

1. You must personally complete the application form and sign the Declaration at the end of the form. The application form can be downloaded from the Ministry of Health Website, <http://www.health.gov.fj/PDFs/Application Form MOHMS FILLABLE 3.pdf>
2. Ensure that your first name, last name and date of birth are the same as those on your identity documents
3. All communication regarding your application will be via email. Ensure that you provide a **valid email address** and that you check this email regularly for communication regarding your application.
4. As part of your application, please submit
 - a. A completed and signed application form;
 - b. Current CV outlining your qualifications and experience;
 - c. For clinical/technical positions only (whenever applicable): a certified copy of your registration and/or valid practicing license; and certified copies of your qualifications.
5. 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.

6. 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 this criteria will be considered in assessing the relative suitability of applicants.

Submission

Applications must be submitted by 4pm FRIDAY, December 21st, 2018.

Applicants are encouraged to submit their **application by email** to recruitment@health.gov.fj

Or

Applications by Post Permanent Secretary Ministry Of Health & Medical Services P O Box 2223, Gov't Bldg, Suva	Applications Delivered "DROP MOHMS JOB APPLICATION BOX" Reception Desk, Ground Floor, Dinem House, 88 Amy Street, Suva, Fiji
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