

# NEWLY ADVERTISED POSITION - FIJI SUN 27 JUNE 2020

## MOHMS MD 14/2020



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Particulars of the position

<b>Role:</b>	Head of Health Protection (Chief Medical Officer)
<b>Salary Band:</b>	Band L
<b>Base Salary &amp; Allowances:</b>	MOCA C: Base: 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28
<b>Location:</b>	Suva
<b>Division:</b>	Health Protection
<b>Reports to:</b>	Permanent Secretary for Health & Medical Services through the Chief Medical Advisor
<b>Subordinates:</b>	Principal Medical Officer, Senior Medical Officer, Medical Officer Chief Health Inspector

### Overview of the Unit

The Division of Health Protection includes the departments of Environmental Health, Health Emergencies and Climate Change, and the Fiji Centre for Disease Control. The Division is responsible for the coordination and implementation of environmental health, health emergencies and climate change, and communicable disease programs nationally. The division ensures that all approved policies and programs under health protection are implemented efficiently and effectively in the ministry within the allocated timelines and resources.

### The Position

The position provides high-level advice and support to all levels of the Ministry of Health and Medical Services in the area of communicable disease epidemiology and health security and is responsible for the administration and delivery of health protection programs. The position advises and assists the Chief Medical Advisor in the provision of quality, relevant and timely advice on strategic planning, financing, implementation, monitoring and evaluation of programs and activities under the Health Protection division that is consistent with the strategic intent and values of the Ministry of Health and Medical Services.

### Key Duties

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

1. Provide strategic direction for the health protection programs to ensure best practice in addressing relevant priority areas of the Ministry of Health and Medical Services (MHMS) Strategic Plan.

2. Provide leadership to the Division of Health Protection through effective strategic planning, resource management, stakeholder engagement, and change management.
3. Oversee the implementation of health protection programs, working with the other health Divisions of the MHMS and external stakeholders
4. Monitor, evaluate, and report on the achievements and outcomes of health protection programs.
5. Provide high-level advice on local and international developments in communicable disease and health security.
6. Support professional development for members of the division and across the MHMS.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.
8. Where necessary, undertake clinical responsibilities in a health facility through an outreach program, a clinical governance program, or as a part of a patient care team.

### **The Person**

In addition to the following knowledge, experience, skills and abilities, the applicant must have:

*A Master's degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;*

**OR**

*A Master's degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognised by the Fiji Medical Council;*

**OR**

*If not registered as a Specialist, the Applicant must have a Master's degree in the field of specialty or equivalent qualification, and have more than five (5) years of experience in the area of health protection.*

### **Knowledge and Experience**

1. Significant knowledge and experience in the fields of communicable disease, epidemiology, and health security at the national or international level.
2. Experience in environmental health, health emergencies and climate change.
3. Sound knowledge and experience in planning and implementing health programs in resource limited settings.
4. Experience in providing high-level advice to senior executives of the ministry and/or the government.
5. Experience in leading a multidisciplinary team, working with key local and international stakeholders, and managing change.
6. Good understanding of relevant health legislation, policies and good governance principles.
7. Sound knowledge of international responsibilities, networks, and agreements relevant to health protection and health security.

### **Skills and Abilities**

1. Excellent organisational and management skills.
2. Excellent communication, interpersonal, and representational skills.
3. Critical thinker with the ability to analyse and solve complex problems through innovation and an evidence-based approach.
4. Ability to conduct and supervise research.

5. Sound knowledge of epidemiological data analysis and reporting, including use of computer software relevant to infectious disease epidemiology, health protection and organisational management.
6. Service-oriented approach, with a commitment to supporting the operational and corporate environment of the organization.
7. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.
8. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment and effectively manage change.

### **Selection Criteria**

1. Expertise at the competency level of a specialist and should have significant depth of experience in the relevant specialised field of Medicine.
2. Effective manager who can supervise a unit, manage change, and lead quality assurance initiatives and programs, to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with stakeholders and health advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

### **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.