



## MINISTRY OF HEALTH AND MEDICAL SERVICES

### ROLE DESCRIPTION

#### Corporate Information:

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| Position Title: | Environmental, Social, Health, Safety And Community Engagement Specialist<br>Fiji COVID-19 Emergency Response Project |
| Salary Band:    | J   |
| Salary:         | \$51,132.98 -\$65,555.10 per annum  |
| Location:       | Suva, MoHMS HQ  |
| Duration:       | Initial Contract for 1 year (up to 3 years)   |
| Unit/Division:  | HQ  |
| Reports to:     | Project Manager   |
| Subordinates:   | Nil   |

#### Position Purpose

The Environmental, Social, Health, Safety and Community Engagement Specialist (ESHS&CE Specialist) is required to work within the Fiji COVID-19 Emergency Response Project, to support the development of the key ESF instruments and lead environmental, social, health and safety and community engagement activities during project implementation.

#### Key Responsibilities

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

1. Support the International ESHS Specialist to prepare the project's ESMF, ECOP, IP&WMP and LMP utilizing the ESMF COVID-19 templates including collecting targeted secondary information, coordinating meetings and input from the Project Manager and other key stakeholders; reviewing and providing inputs of each document and tools (i.e. screening and reporting templates) for implementation; and leading public consultation and disclosure activities.
2. Support International ESHS Specialist to update of the project's Stakeholder Engagement Plan in close collaboration with the MoH and Ministry of Communication and other stakeholders and providing inputs for: i) specific stakeholder engagement plans/information disclosure strategies for each stakeholder group when finalizing the SEP, as per the COVID-19 SEP template and Tip Sheet; and ii) expanding the GRM section to include the key elements in the COVID-19 SEP template and Tip Sheet.
3. Develop and implement an action plan for operationalizing the GM in close collaboration with the Project Manager including the development of clear grievance redress procedures; clear roles and responsibilities of staff/committees; provision of training; community awareness tools; accessible grievance uptake channels (online and offline, including telephone, text message, email, grievance boxes etc.); feedback processes; monitoring and reporting provisions; and specific requirements for addressing SEA/SH-related grievances
4. Support the international specialist in the preparation of the ESIA and ESMP for the installation and operation of the incinerator.
5. Lead the implementation of the project's ESMF and associated instruments in accordance with the

World Bank ESF, project ESCP and GoF legal requirements including:

- a. Develop and deliver ESHS training for relevant stakeholders
  - b. Environmental screening, preparation and disclosure of site-specific instruments, consultation and information dissemination activities with relevant stakeholders
  - c. Site-based environmental, safety and social monitoring. Address non-compliances and develop and confirm the implementation of corrective actions. Assist with the implementation of project investment opportunities that would improve performance.
  - d. Preparation of monthly and six-monthly monitoring reports on the environmental, social, health and safety (ESHS) performance of the Project
  - e. Notification, reporting and management of incidents or accidents related to the Project which have, or are likely to have, a significant adverse effect on the environment, the affected communities, the public or workers.
6. Oversee the implementation of the project's Stakeholder Engagement Plan in close collaboration with the Project Risk Communication and Community Engagement team (likely comprised of members from the MoH and Ministry of Communications).
  7. Coordinate the implementation of the project's GM ensuring timely resolution of project related grievances.
  8. Participate in semi-annual Project Supervision missions, representing NDOH on environmental, safety and social aspects.
  9. Conduct other ESHS and CE related activities as required by the Project Manager.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Inputs into the Environmental and Social Management Framework, Code of Environmental (and Social) Practice (CoEP), Infection Prevention and Waste Management Plan (IP&WMP), Labor Management Procedures (LMP) and updated Stakeholder Engagement Plan and Grievance Mechanism).
2. Action plan for the GM and completion of outputs as per this plan.
3. ESHS training package with relevant stakeholders
4. Activity/sub-project E&S screening and preparation of relevant instruments
5. Site-based E&S monitoring reports
6. 6-monthly monitoring reports and incident reports (as required)
7. Provide Project Manager regular updates on progress to the WB project

### **Person Specification**

In addition to Degree (with a major in a relevant discipline an environmental, social, public health, communications or related discipline or equivalent and/or relevant experience) the knowledge, experience, skills and abilities required to successfully undertake this role are the knowledge, Experience, Skills and Abilities required to successfully undertake this role;

### **Knowledge and Experience:**

1. Minimum of five years' experience managing projects at a regional or national level
2. Experience in similar projects in developing countries would be an advantage.
3. Experience of working on projects funded by World Bank or other international development agencies would be an advantage.
4. A strong track record in ESHS assessment and management and in community consultation;
5. Sound knowledge of project management principles
6. Sound knowledge of business planning, resource management and quality improvement principles and practices

7. Sound knowledge of environmental and social legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire);
8. Experience in managing multiple contracts and consultants, and ability to prioritize competing demands.

**Skills and Abilities:**

1. Ability to understand changing environments, and to anticipate developments and opportunities, threats, and weaknesses in order to advise on a clear pathway forward for the project and its stakeholders.
2. Ability to make prompt, but rational, assessments of situations/issues and be able to identify options founded on a logical argument.
3. Be proactive and taking action before it is required in order to avoid problems or create opportunities.
4. Ability to share responsibility where appropriate with individuals or groups to develop a meaningful sense of ownership and commitment to the organization, as well as local capacity.
5. Ability to plan and set goals and targets to achieve an objective.
6. Ability to work together in a multi-organization, multi-culture team with the comfortable sharing of ideas to reach a decision.
7. Ability to regularly review or check work to reduce errors and to improve organizational systems/performance.
8. Competency in Microsoft office suite (Word, Excel, Access, etc.) and MS Project or similar planning/monitoring software.
9. Excellent written and oral communication skills in English.
10. Strong communication skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing.
11. Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
12. Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.
13. Ability to function effectively in multi-disciplinary teams within a matrix management environment.

**Personal Character & 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 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