

# NEWLY ADVERTISED PROJECT POSITIONS - FIJI SUN 12 SEPTEMBER 2020



## MINISTRY OF HEALTH AND MEDICAL SERVICES

### ADVERTISEMENT

### COVID-19 PROJECT MANAGEMENT UNIT (PMU) FOR THE WORLD BANK PROJECT

#### 1. Background

With the financial assistance from the World Bank, the Government of Fiji through the Ministry of Health and Medical Services (MHMS) will implement a COVID-19 Emergency Response Project. The project will be implemented by the Ministry of Health and Medical Services (MHMS) between June 2020 and May 2023. The objective of the project is to assist the Government of Fiji to prevent, detect and respond to the threat posed by COVID-19 and strengthen national systems for public health preparedness in the Republic of Fiji.

The Project consists of the following three key components:

**Component 1: Emergency COVID-19 Response.** The aim of this component is to strengthen Fiji's capacity to respond to COVID-19. This component will provide immediate support to implement prevention, preparedness, and emergency response activities for COVID-19. Specifically this component will: (a) address the COVID-19 emergency by enhancing disease detection capacities, case confirmation, and contact tracing; (b) strengthen the capacity of the health system to minimize the risk of spread of the disease and provide clinical care for patients with COVID-19; and (c) implement effective risk communication campaigns for mass awareness and education of the population to tackle the COVID-19 emergency, and enhance internet connectivity across health facilities.

**Component 2: Health System Strengthening.** This component will focus on medium-and long-term health care system strengthening focusing on three main priorities: (a) enhancing health care waste management including procurement and installation of a medical waste incinerator at the Naboro landfill to serve the central division hospitals, and any incidental works associated with it; b) technical assistance to support the installation of the incinerator and training for health care workers on health care waste management; and (c) construction of a pharmaceutical warehouse. This component will also support improving preparedness, and response capacity for Emerging Infectious Diseases (EIDs).

**Component 3: Implementation Management, Monitoring and Evaluation.** This component will provide technical and operational assistance on project management, including supporting M&E, supervision and reporting, financial management, procurement and environmental and social risk mitigation activities; and sharing lessons learnt from response exercises and joint learning domestically and internationally. Key activities include: (a) recruitment of a project manager and environmental and social safeguards experts; (b) operating expenses for project management, reporting and supervision; (c) support for procurement, financial management (FM), environmental and social safeguards; and (d) M&E.

To ensure the success of this project the Ministry is seeking applications from suitably qualified applicants for the following positions:

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## MINISTRY OF HEALTH AND MEDICAL SERVICES

### ROLE DESCRIPTION

#### Corporate Information:

<b>Position Title:</b>	Project Manager Fiji COVID-19 Emergency Response Project
<b>Salary Band:</b>	Band M
<b>Salary Range:</b>	\$74,710.90 - \$95,783.20 per annum
<b>Location:</b>	Suva, MoHMS HQ
<b>Duration:</b>	Initial Contract for 1 year (up to 3 years)
<b>Unit/Division:</b>	HQ
<b>Reports to:</b>	Permanent Secretary for Health & Medical Services
<b>Subordinates:</b>	COVID-19 Project Management Staff International & Local Environmental and Social Safeguard Specialist

#### Position Purpose

The Project Manager has the overall responsibility for the effective planning, execution, monitoring, controlling and closure of the project so that MoHMS successfully achieves the Project Objectives relating to the COVID-19 World Bank Project. The Project Manager (PM) will oversee implementation of the project, work closely with other project stakeholders to manage and coordinate all aspects of the project, leading to successful and timely project outcomes.

#### Key Responsibilities

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

1. To oversee and manage the day-to-day running of the project and coordinate the activities of other relevant personnel
2. To prepare and oversee implementation of the annual project work plans and budget, which will form a part of the regular MHMS annual work plan and budget
3. To maintain official records of all project-related activities
4. To gather information and data, and report on, the performance indicators for the project
5. To facilitate the preparation and public release of project information in accordance with Fiji and the World Bank's Public Communications Policies
6. To prepare relevant documents to meet the timing specified in the Finance Agreement, including but not limited to financial reports, progress reports and implementation completion report
7. To produce regular project progress reports, including updated results framework and inputs from relevant stakeholders)
8. To support assist MHMS in the development of terms of reference and technical specifications for related procurement activities assignments
9. To liaise with World Bank task team and other relevant stakeholders as necessary
10. To perform any other relevant tasks related to the project as requested by MHMS.
11. To supervise the preparation of project accounts
12. To ensure that all financial reporting, as required under the project, are completed and disseminated according to agreed timelines and schedules
13. To manage and have overall oversight of the project budget
14. To arrange the regular review and annual audit of accounts

15. To manage all contracts, including to review all formal project outputs, including the deliverables by consultants and contractors, and authorize payment as appropriate
16. To prepare the Project Procurement Strategy for Development (PPSD) as defined in the World Bank's *Procurement Regulations for Investment Project Financing (IPF) Borrowers*
17. To coordinate the preparation (or update, as needed) of the Project Procurement Plan. The plan is to be prepared or updated by utilizing the World Bank's system STEP - Systematic Tracking of Exchanges in Procurement
18. To prepare all the necessary and appropriate procurement documentation for goods, non-consulting services and consulting services. This includes, among others, Procurement Notices, Procurement Documents and Evaluation Reports and requests for clearance as needed (e.g. from government procurement office, Contracts' Committee, and from the World Bank)
19. To monitor the Procurement Performance. Based on the Procurement Plan data in STEP, the PM is required to establish the number and amount of procurement activities to be contracted (in excel files) and to monitor progress monthly. Efficient procurement implementation is paramount, so the PM is required to actively and pragmatically address any delays.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Inception Report including a detailed work plan within 2 weeks of start date
2. Develop the Project budget, procurement plan and operational
3. Biannual report on progress of work plan, budget, financial reports, procurement plan status, contract status, monitoring and evaluation, safeguards implementation within 6 months from effectiveness date
4. Yearly Report on overall project progress, challenges and mitigation measures. Work plan, budget, revised procurement plan, contract management plan, etc. for the upcoming year.
5. Mid-term review report
6. Facilitate World Bank Missions, reporting and updates
7. Implementation completion report three months prior to end of the project
8. Provide PSHMS regular updates on progress to the WB project

### **Person Specification**

In addition to Masters Degree (with a major in a relevant discipline e.g. Public Health, Medicine, Business, Management, Economics 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 seven years' experience managing projects at a regional or national level
2. Experience in similar projects in developing countries would an advantage.
3. Experience of working on projects funded by World Bank or other international development agencies would be an advantage.
4. Sound knowledge of project management principles
5. Sound knowledge of business planning, resource management and quality improvement principles and practices
6. Sound knowledge of good financial management practices
7. Understanding of the applicable 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.
9. Good knowledge of all concepts and principles of and approaches to international procurement, and of public procurement systems.

## **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 lead a group of individuals towards a desired outcome.
7. Ability to work together in a multi-organization, multi-culture team with the comfortable sharing of ideas to reach a decision.
8. Ability to regularly review or check work to reduce errors and to improve organizational systems/performance.
9. Ability to manage resources towards the end results required by the organization.
10. Competency in Microsoft office suite (Word, Excel, Access, etc.) and MS Project or similar planning/monitoring software.
11. Excellent written and oral communication skills in English.
12. Strong communication skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing.
13. Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
14. Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.
15. 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

# MOHMSP 15/2020



## MINISTRY OF HEALTH AND MEDICAL SERVICES

### ROLE DESCRIPTION

#### Corporate Information:

<b>Position Title:</b>	Environmental, Social, Health, Safety And Community Engagement Specialist Fiji COVID-19 Emergency Response Project
<b>Salary Band:</b>	Band J
<b>Salary Range:</b>	\$51,132.98 - \$65,555.10 per annum
<b>Location:</b>	Suva, MoHMS HQ
<b>Duration:</b>	Initial Contract for 1 year (up to 3 years)
<b>Unit/Division:</b>	HQ
<b>Reports to:</b>	Project Manager/International ESH & S Specialist
<b>Subordinates:</b>	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 post graduate qualifications 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 advice 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.
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