

MOHMS 169/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Medical Superintendent
Salary Band:	Band N
Base Salary & Allowance:	MOCA C: Base Salary: 106,857.63 + On Call Allowance: 5,342.88 + Environmental Allowance 16,028.64 = <u>F\$128,229.16</u>
Location:	Labasa Hospital
Reports to:	Chief Medical Advisor Permanent Secretary
Subordinates:	Consultant and HODs, Hospital Administrator

Overview of the Hospital

The Labasa Hospital provides a comprehensive range of curative, primary and preventative health service to the residents of the Northern Division and is the main tertiary referral centre for the Division. In addition, the Hospital provides clinical teaching facilities and support for undergraduate and postgraduate training for nursing students at the Sangam College of Nursing.

The Position

The position is responsible for the overall development and management of all health facilities including the delivery of planned services in the hospital within agreed budgetary parameters compliant with standards of services developed by the Ministry of Health and Medical Services according to the Ministry's values.

Key Duties

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

1. Provide leadership to promote the interest and development of health services provided by the hospital through strategic planning, ensuring cohesion of the overall functions of the services by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Lead in reviews, monitor and evaluate activities of Hospital plans to ensure corrective measures are undertaken to provide effective and efficient services.
3. Responsible for provision of expert opinion, medical reports & medico-legal assessments.
4. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
5. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.
6. Undertake at least 20% of clinical responsibilities by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the Hospital/Divisional plans agreed to with the Permanent Secretary.
2. Undertake clinical/PH responsibilities in the hospital/Division or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of the hospital plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to relevant postgraduate qualifications, is a Registered Specialist from respective Institution (Association and/or College) which is recognized by the Fiji Medical Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant/Specialist.
2. Experienced manager who can supervise a hospital to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Medical Superintendent
Salary Band:	Band N
Base Salary & Allowance:	MOCA C: Base Salary: 106,857.63 + On Call Allowance: 5,342.88 + Environmental Allowance 16,028.64 = <u>F\$128,229.16</u>
Location:	St. Giles Hospital
Reports to:	Chief Medical Advisor Permanent Secretary
Subordinates:	Consultant and HODs, National Advisor Mental Health, Executive Officer Administration

Overview of the Hospital

St Giles Hospital is the national referral hospital for specialized mental health services responsible for overseeing promotion, prevention, curative and rehabilitation activities for mental health. It is also a National Training Centre.

The Position

The position is responsible for the overall development and management of Mental Health Services nationally as the National Mental Health Advisor. In addition, the position oversees the general management of all health facilities including the delivery of planned services in the hospital within agreed budgetary parameters compliant with standards of services developed by the Ministry of Health and Medical Services according to values of the Ministry.

Key Duties

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

1. Provide leadership to promote the interest and development of health services provided by the hospital through strategic planning, ensuring cohesion of the overall functions of the services by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Lead in reviews, monitor and evaluate activities of Hospital plans to ensure corrective measures are undertaken to provide effective and efficient services.
3. Responsible for provision of expert opinion, medical reports & medico-legal assessments.
4. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
5. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.
6. Undertake at least 20% of clinical responsibilities by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the Hospital/Divisional plans agreed to with PSHMS.
2. Undertake clinical/PH responsibilities in the hospital/Division or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of the hospital plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to relevant postgraduate qualifications, is a Registered Specialist from respective Institution (Association and/or College) which is recognized by the Fiji Medical Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant/Specialist.
2. Experienced manager who can supervise a hospital to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Consultant
Salary Band:	Band M
Base salary & Allowances:	MOCA A: Base: 103,445.90 + On Call Allowance: 25,861.47 + Environmental Allowance 15,516.88 = F\$144,824.20
Location:	Obstetrics and Gynaecology Unit
Division:	CWM and Labasa Hospital
Reports to:	HOD/Consultant or Medical Superintendent
Subordinates:	Chief Medical Officers to Meei within the Unit

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral Centre for Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Obstetrics and Gynaecology in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
4. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
5. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
6. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.

7. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with MS.
2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant

Specialized field of Medicine, taking full and independent responsibility without direct supervision.

6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Consultant
Salary Band:	Band M
Base salary & Allowances:	MOCA A: Base: 103,445.90 + On Call Allowance: 25,861.47 + Environmental Allowance 15,516.88 = F\$144,824.20
Location:	Orthopaedics Unit
Division:	Lautoka Hospital
Reports to:	HOD/Consultant or Medical Superintendent
Subordinates:	Chief Medical Officers

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral Centre for Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Surgical/Orthopaedics in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with MS.

2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Consultant
Salary Band:	Band M
Base salary & Allowances:	MOCA A: Base: 103,445.90 + On Call Allowance: 25,861.47 + Environmental Allowance 15,516.88 = F\$144,824.20
Location:	Emergency Medicine Unit
Division:	Lautoka Hospital
Reports to:	HOD/Consultant or Medical Superintendent
Subordinates:	Chief Medical Officers

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral Centre for Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Emergency Medicine in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with MS.

2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Consultant
Salary Band:	Band M
Base salary & Allowances:	MOCA B: Base: 103,445.90 + On Call Allowance: 15,516.88 + Environmental Allowance 15,516.88 = F\$134,479.67
Location:	Radiology Unit
Division:	Lautoka Hospital
Reports to:	Medical Superintendent
Subordinates:	Chief Medical Officers

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral Centre for Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Radiology in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with MS.

2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
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.

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MOHMS 175/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Consultant
Salary Band:	Band M
Base salary & Allowances:	MOCA C: Base: 103,445.90 + On Call Allowance: 5,172.30 + Environmental Allowance 15,516.88 = F\$124,135.08
Location:	Pathology Unit
Division:	CWM, Lautoka (HOD) and Labasa (HOD) Hospitals
Reports to:	Medical Superintendent
Subordinates:	Chief Medical Officers

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral Centre for Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Pathology in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with MS.

2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Consultant
Salary Band:	Band M
Base salary & Allowances:	MOCA C: Base: 103,445.90 + On Call Allowance: 5,172.30 + Environmental Allowance 15,516.88 = F\$124,135.08
Location:	Ophthalmology Unit
Division:	Lautoka (HOD) Hospital
Reports to:	Medical Superintendent
Subordinates:	Chief Medical Officers

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral Centre for Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Ophthalmology in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide effective leadership to promote the interest and development of the unit according to the plans agreed to with MS.

2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Chief Medical Officer
Salary Band:	Band L
Base salary & Allowances:	MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50
Location:	Surgical Unit
Division:	Lautoka Hospital
Reports to:	HOD/Consultant or Consultant or Medical Superintendent
Subordinates:	Principal Medical Officers within the Unit

Overview of the Unit

The Surgical Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Surgical in the provision of high quality services in the relevant Specialized field of Medicine, under the responsibility of either the Medical Superintendent or Chief Medical Advisor, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital or Public Health Programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD. For National Advisors, they oversee the implementation of public health programs and program interventions at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit /Subdivision using the plans agreed to by the MS/DMO and HOD for clinical specialty.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council;

OR

If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit 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.

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MOHMS 178/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Chief Medical Officer
Salary Band:	Band L
Base salary & Allowances:	MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50
Location:	Orthopaedics Unit
Division:	Lautoka Hospital
Reports to:	HOD/Consultant or Consultant or Medical Superintendent
Subordinates:	Principal Medical Officers within the Unit

Overview of the Unit

The Orthopaedics Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Orthopaedics in the provision of high quality services in the relevant Specialized field of Medicine, under the responsibility of either the Medical Superintendent or Chief Medical Advisor consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital or Public Health Programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
7. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
8. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD. For National Advisors, they oversee the implementation of public health programs and program interventions at operational level.
9. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
10. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit /Subdivision using the plans agreed to by the MS/DMO and HOD for clinical specialty.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council;

OR

If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit 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.

MOHMS 179/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Chief Medical Officer
Salary Band:	Band L
Base salary & Allowances:	MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50
Location:	Emergency Medicine Unit
Division:	Lautoka Hospital
Reports to:	HOD/Consultant or Consultant or Medical Superintendent
Subordinates:	Principal Medical Officers within the Unit

Overview of the Unit

The Emergency Medicine Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Emergency Medicine in the provision of high quality services in the relevant Specialized field of Medicine, under the responsibility of either the Medical Superintendent or Chief Medical Advisor, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital or Public Health Programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD. For National Advisors, they oversee the implementation of public health programs and program interventions at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit /Subdivision using the plans agreed to by the MS/DMO and HOD for clinical specialty.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council;

OR

If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit 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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Chief Medical Officer
Salary Band:	Band L
Base salary & Allowances:	MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50
Location:	Paediatrics Unit
Division:	Lautoka Hospital
Reports to:	HOD/Consultant or Consultant or Medical Superintendent
Subordinates:	Principal Medical Officers within the Unit

Overview of the Unit

The Paediatrics Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Paediatrics in the provision of high quality services in the relevant Specialized field of Medicine, under the responsibility of either the Medical Superintendent or Chief Medical Advisor, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital or Public Health Programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD. For National Advisors, they oversee the implementation of public health programs and program interventions at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit /Subdivision using the plans agreed to by the MS/DMO and HOD for clinical specialty.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council;

OR

If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit 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.

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MOHMS 181/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Chief Medical Officer
Salary Band:	Band L
Base salary & Allowances:	MOCA B: Base: 100,006.07 + On Call Allowance: 15,000.91 + Environmental Allowance 15,000.91 = F\$130,007.89
Location:	Psychiatry
Division:	St. Giles Hospital
Reports to:	HOD/Consultant or Consultant or Medical Superintendent
Subordinates:	Principal Medical Officers within the Unit

Overview of the Unit

St Giles Hospital is the national referral hospital for specialized mental health services responsible for overseeing promotion, prevention, curative and rehabilitation activities for mental health. It is also a National Training Centre.

The Position

The position supports and assists the Medical Superintendent St. Giles Hospital in the provision of high quality services in the relevant Specialized field of Medicine, under the responsibility of either the Medical Superintendent or Chief Medical Advisor, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital or Public Health Programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD. For National Advisors, they oversee the implementation of public health programs and program interventions at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit /Subdivision using the plans agreed to by the MS/DMO and HOD for clinical specialty.

2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council;

OR

If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit 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.

MOHMS 182/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Chief Medical Officer
Salary Band:	Band L
Base salary & Allowances:	MOCA C: Base: 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28
Location:	Pathology Unit
Division:	Labasa Hospital
Reports to:	HOD/Consultant or Consultant or Medical Superintendent
Subordinates:	Principal Medical Officers within the Unit

Overview of the Unit

The Pathology Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the HOD Pathology in the provision of high quality services in the relevant Specialized field of Medicine, under the responsibility of either the Medical Superintendent or Chief Medical Advisor, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital or Public Health Programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD. For National Advisors, they oversee the implementation of public health programs and program interventions at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit /Subdivision using the plans agreed to by the MS/DMO and HOD for clinical specialty.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council;

OR

If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit 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.

MOHMS 183/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Chief Medical Officer
Salary Band:	Band L
Base salary & Allowances:	MOCA C: Base: 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28
Location:	Tuberculosis Unit
Division:	Tamavua Twomey Hospital
Reports to:	Medical Superintendent
Subordinates:	Principal Medical Officers within the Unit

Overview of the Unit

Tamavua Twomey Hospital is the national referral hospital for specialized Dermatology, Tuberculosis and Rehabilitation Medicine responsible for overseeing promotion, prevention, curative and rehabilitation activities. It is also a National Training Centre.

The Position

The position supports and assists the Medical Superintendent in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of either the Medical Superintendent or Chief Medical Advisor, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital or Public Health Programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD. For National Advisors, they oversee the implementation of public health programs and program interventions at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit /Subdivision using the plans agreed to by the MS/DMO and HOD for clinical specialty.

2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council;

OR

If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit 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.

MOHMS 184/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Chief Medical Officer
Salary Band:	Band L
Base salary & Allowances:	MOCA C: Base: 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28
Location:	Dermatology Unit
Division:	Tamavua Twomey Hospital
Reports to:	Medical Superintendent
Subordinates:	Principal Medical Officers within the Unit

Overview of the Unit

Tamavua Twomey Hospital is the national referral hospital for specialized Dermatology, Tuberculosis and Rehabilitation Medicine responsible for overseeing promotion, prevention, curative and rehabilitation activities. It is also a National Training Centre.

The Position

The position supports and assists the Medical Superintendent in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of either the Medical Superintendent or Chief Medical Advisor, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital or Public Health Programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD. For National Advisors, they oversee the implementation of public health programs and program interventions at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit /Subdivision using the plans agreed to by the MS/DMO and HOD for clinical specialty.

2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council;

OR

If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit 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.

MOHMS 185/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Chief Medical Officer
Salary Band:	Band L
Base salary & Allowances:	MOCA C: Base: 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28
Location:	Rehabilitation Unit
Division:	Tamavua Twomey Hospital
Reports to:	Medical Superintendent
Subordinates:	Principal Medical Officers within the Unit

Overview of the Unit

Tamavua Twomey Hospital is the national referral hospital for specialized Dermatology, Tuberculosis and Rehabilitation Medicine responsible for overseeing promotion, prevention, curative and rehabilitation activities. It is also a National Training Centre.

The Position

The position supports and assists the Medical Superintendent in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of either the Medical Superintendent or Chief Medical Advisor, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital or Public Health Programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD. For National Advisors, they oversee the implementation of public health programs and program interventions at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit /Subdivision using the plans agreed to by the MS/DMO and HOD for clinical specialty.

2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

The Person

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

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council;

OR

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council;

OR

If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit 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.

MOHMS 186/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97
Location:	Anaesthesia Unit
Division:	Lautoka Hospital
Reports to:	HOD/Consultant
Subordinates:	Senior Medical Officers within the Unit

Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer or Head of Programme, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance in leadership and management to facilitate the implementation of activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD and in the case of a sub division, responsible for the implementation of public health programs and activities at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Adequate knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and Public Health.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical or public health leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources and can assist in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills and Research.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant specialized field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

Selection Criteria

1. Advance Clinical or Public Health competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty or leading a public health team.
2. Experienced officer who can contribute in the unit 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 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.

MOHMS 187/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97
Location:	Surgical Unit
Division:	Lautoka Hospital
Reports to:	HOD/Consultant
Subordinates:	Senior Medical Officers within the Unit

Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer or Head of Programme, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance in leadership and management to facilitate the implementation of activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD and in the case of a sub division, responsible for the implementation of public health programs and activities at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Adequate knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and Public Health.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical or public health leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources and can assist in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills and Research.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant specialized field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

Selection Criteria

1. Advance Clinical or Public Health competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty or leading a public health team.
2. Experienced officer who can contribute in the unit 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 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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA C: Base: 83,254.98 + On Call Allowance: 4,162.75 + Environmental Allowance 12,488.25 = F\$99,905.98
Location:	Pathology Unit
Division:	Lautoka Hospital
Reports to:	HOD/Consultant
Subordinates:	Senior Medical Officers within the Unit

Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer or Head of Programme, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide assistance in leadership and management to facilitate the implementation of activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD and in the case of a sub division, responsible for the implementation of public health programs and activities at operational level.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Adequate knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and Public Health.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical or public health leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources and can assist in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills and Research.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant specialized field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

Selection Criteria

1. Advance Clinical or Public Health competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty or leading a public health team.
2. Experienced officer who can contribute in the unit 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 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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA B: Base: 83,254.98 + On Call Allowance: 12,488.25 + Environmental Allowance 12,488.25 = F\$108,231.47
Location:	Tavua Hospital
Division:	Western Health Services
Reports to:	Divisional Medical Officer – Western Health Services
Subordinates:	Senior Medical Officers within the Unit

Overview of the Unit

The Sub Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

The Position

The position supports and assists the Divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the geographic subdivision, under the responsibility of the Divisional Medical Officer and Chief Medical Advisor.

Key Duties

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

1. Provide leadership and management in the Subdivision to facilitate the implementation of its planned activities by working effectively with the Divisional Medical Officer Central and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Sub-divisional Hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance of the DMO.

6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Adequate knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Excellent communication skills.
3. Strong organisational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from Specialists.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Advance Clinical or Public Health competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty or leading a public health team.
2. Experienced officer who can contribute in the unit 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 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.

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MOHMS 190/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA C: Base: 83,254.98 + On Call Allowance: 4,162.75 + Environmental Allowance 12,488.25 = F\$99,905.98
Location:	Mataika House
Division:	Fiji Centre for Communicable Disease Control/Virus Lab
Reports to:	National Advisor Health Protection
Subordinates:	Senior Medical Officer

Overview of the Unit

The Sub Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

The Position

The position supports and assists the National Advisor and is responsible for the administration and delivery of high quality primary care services and public health services, including Control of Communicable Diseases, Health Promotion and Wellness in the geographic subdivision, under the responsibility of the National Advisor Health Protection and Chief Medical Advisor.

Key Duties

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

1. Provide leadership and management in the Subdivision to facilitate the implementation of its planned activities by working effectively with the Divisional Medical Officer Central and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Sub-divisional Hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance of the DMO.

6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Adequate knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Advance Clinical or Public Health competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty or leading a public health team.
2. Experienced officer who can contribute in the unit 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 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.

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MOHMS 191/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA C: Base: 83,254.98 + On Call Allowance: 4,162.75 + Environmental Allowance 12,488.25 = F\$99,905.98
Location:	Rehabilitation Unit
Division:	Tamavua Twomey Hospital
Reports to:	Medical Superintendent
Subordinates:	Senior Medical Officer

Overview of the Unit

Tamavua Twomey Hospital is the national referral hospital for specialized Dermatology, Tuberculosis and Rehabilitation Medicine responsible for overseeing promotion, prevention, curative and rehabilitation activities. It is also a National Training Centre.

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer or Head of Programme, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Provide leadership and management in the Subdivision to facilitate the implementation of its planned activities by working effectively with the Divisional Medical Officer Central and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Sub-divisional Hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance of the DMO.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Adequate knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Advance Clinical or Public Health competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty or leading a public health team.
2. Experienced officer who can contribute in the unit 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 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.

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MOHMS 192/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	MOCA C: Base: 83,254.98 + On Call Allowance: 4,162.75 + Environmental Allowance 12,488.25 = F\$99,905.98
Location:	Valelevu Health Centre
Division:	Central Health Services
Reports to:	Sub-Divisional Medical Officer – Central Health Services
Subordinates:	Senior Medical Officers within the Unit

Overview of the Unit

The Sub Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

The Position

The position supports and assists the Sub-Divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the geographic subdivision, under the responsibility of the Sub-Divisional Medical Officer, Divisional Medical Officer and Chief Medical Advisor.

Key Duties

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

1. Provide leadership and management in the Subdivision to facilitate the implementation of its planned activities by working effectively with the Divisional Medical Officer Central and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Sub-divisional Hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews, monitor and evaluate Unit activities and implement plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance of the DMO.

6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to facilitate the implementation of activities of the Unit/SD according to the plans, working effectively with the Team and adheres towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Post Graduate Diploma in the field of specialty or equivalent and pursuing or completed Masters in the specialty, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Adequate knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Excellent communication skills.
3. Strong organisational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from Specialists.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Advance Clinical or Public Health competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty or leading a public health team.
2. Experienced officer who can contribute in the unit 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 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.

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MOHMS 193/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74
Location:	Obstetrics and Gynaecology Unit
Division:	CWM Hospital
Reports to:	Principal Medical Officer
Subordinates:	Medical Officers

Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship. For Sub Divisional Medical Officers, also provide leadership and Management in the sub division to implement the planned activities.
2. Undertake clinical responsibilities in the hospital or public health programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD. Implement public health programs at operation level in the subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.

6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit 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. Ability in training 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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74
Location:	Emergency Medicine Unit
Division:	CWM Hospital (2) & Labasa Hospital (2)
Reports to:	Principal Medical Officer
Subordinates:	Medical Officers

Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship. For Sub Divisional Medical Officers, also provide leadership and Management in the sub division to implement the planned activities.
2. Undertake clinical responsibilities in the hospital or public health programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD. Implement public health programs at operation level in the subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.

6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit 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. Ability in training 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.

MOHMS 195/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74
Location:	Surgical Unit
Division:	CWM Hospital
Reports to:	Principal Medical Officer
Subordinates:	Medical Officers

Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship. For Sub Divisional Medical Officers, also provide leadership and Management in the sub division to implement the planned activities.
2. Undertake clinical responsibilities in the hospital or public health programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD. Implement public health programs at operation level in the subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.

6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit 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. Ability in training 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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33
Location:	Radiology Unit
Division:	Labasa Hospital
Reports to:	Principal Medical Officer
Subordinates:	Medical Officers

Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship. For Sub Divisional Medical Officers, also provide leadership and Management in the sub division to implement the planned activities.
2. Undertake clinical responsibilities in the hospital or public health programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD. Implement public health programs at operation level in the subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.

6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit 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. Ability in training 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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = <u>F\$71,272.92</u>
Location:	Ophthalmology Unit
Division:	CWM Hospital
Reports to:	Principal Medical Officer
Subordinates:	Medical Officers

Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship. For Sub Divisional Medical Officers, also provide leadership and Management in the sub division to implement the planned activities.
2. Undertake clinical responsibilities in the hospital or public health programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD. Implement public health programs at operation level in the subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.

6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit 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. Ability in training 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.

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MOHMS 198/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33
Location:	Lakeba Hospital
Division:	Eastern Health Services
Reports to:	Principal Medical Officer
Subordinates:	Medical Officers

Overview of the Unit

The Sub Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

The Position

The position supports and assists the Sub-divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the subdivision, under the responsibility of the Deputy Secretary for Public Health.

Key Duties

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

1. Implement activities of the Sub –Division by working effectively with the SDMO and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of Sub Divisional activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance,

overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance and directive of the SDMO and DMO.

6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Good communication skills.
3. Good organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from SDMO and Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a unit 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. Able to train, mentor and support 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.

MOHMS 199/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33
Location:	Sigatoka Divisional Hospital
Division:	Western Health Services
Reports to:	Principal Medical Officer
Subordinates:	Medical Officers

Overview of the Unit

The Sub Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

The Position

The position supports and assists the Sub-divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the subdivision, under the responsibility of the Deputy Secretary for Public Health.

Key Duties

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

1. Implement activities of the Sub –Division by working effectively with the SDMO and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of Sub Divisional activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance,

overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance and directive of the SDMO and DMO.

6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Good communication skills.
3. Good organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from SDMO and Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a unit 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. Able to train, mentor and support 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.

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MOHMS 200/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = F\$71,272.92
Location:	Rehabilitation Unit
Division:	Tamavua Twomey Hospital
Reports to:	Principal Medical Officer
Subordinates:	Medical Officers

Overview of the Unit

Tamavua Twomey Hospital is the national referral hospital for specialized Dermatology, Tuberculosis and Rehabilitation Medicine responsible for overseeing promotion, prevention, curative and rehabilitation activities. It is also a National Training Centre.

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship. For Sub Divisional Medical Officers, also provide leadership and Management in the sub division to implement the planned activities.
2. Undertake clinical responsibilities in the hospital or public health programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD. Implement public health programs at operation level in the subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit 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. Ability in training 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.

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MOHMS 201/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = <u>F\$71,272.92</u>
Location:	Dermatology Unit
Division:	Tamavua Twomey Hospital
Reports to:	Principal Medical Officer
Subordinates:	Medical Officers

Overview of the Unit

Tamavua Twomey Hospital is the national referral hospital for specialized Dermatology, Tuberculosis and Rehabilitation Medicine responsible for overseeing promotion, prevention, curative and rehabilitation activities. It is also a National Training Centre.

The Position

The position supports and assists the Head of the Unit in the provision of high quality services in the relevant specialized field of Medicine, under the responsibility of the Medical Superintendent or Divisional Medical Officer, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship. For Sub Divisional Medical Officers, also provide leadership and Management in the sub division to implement the planned activities.
2. Undertake clinical responsibilities in the hospital or public health programs and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments under the guidance and directive of the HOD. Implement public health programs at operation level in the subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, teaching and research activities to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

The Person

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Good organizational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in the relevant specialized field of Medicine and should have sound experience in the said specialized field of Medicine.
2. Effective Officer who can contribute in the unit 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. Ability in training and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

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MOHMS 202/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	National Coordinator for Oral Health Services/Chief Dentist
Salary Band:	Band L
Base salary & Allowances:	\$67,830.20 - \$86,961.80 per annum
Location:	Headquarters
Division:	Executive Support Unit
Reports to:	Permanent Secretary through Chief Medical Advisor
Subordinates:	Oral Health Promotion Officer Dental Technician Officer Principal Dental Officers Divisional Dental Officers

Overview of the Unit

The Executive Support Unit is situated in the ministry's head office and provides support to the senior executives of the Ministry in the areas of Governance, Communications, Logistics, and High Level Meetings and International engagements. The unit also provides advisory support in the health delivery and corporate support areas through coordination, facilitation and monitoring of activities as instructed by the senior executives of the Ministry.

The Position

The position is responsible to the Permanent Secretary for Health and Medical Services through the Chief Medical Advisor for policy advice and management of the National Oral Health Services in Fiji. The position support and assists in facilitating endorsed strategies and activities under the Ministry's National Strategic Plan, the Annual Operational Plan and pertinent national guiding documents such as the Health Services Provision Remodeling Framework, and the National Surgical, Obstetrics and Anaesthesia Plan (NSOAP). With the support of the divisional managers, the position assists the Chief Medical Advisor in spearheading the development and endorsement of the National Oral Health Plan, the budgeting and implementation of targeted high priority areas of the plan, and the monitoring, and evaluation of all activities for national oral health services.

Key Duties

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

1. Provide policy advice on all matters pertaining to oral health in Fiji to the Permanent Secretary through the Chief Medical Advisor.
2. Lead in the development and formulation of national Oral Health policies and Oral Health Strategic Plans.
3. Lead and facilitate the planning, monitoring, evaluation and review of oral health programs in the four health divisions, ensuring alignment to endorsed policies and plans, identification of areas for improvement and the implementation of remedial actions through the clinical governance framework approach.
4. Provide advice and support for the procurement and distribution of identified dental equipment, materials, consumables and dental instruments.

5. Lead and facilitate the recruitment and development of an appropriately trained, skilled and motivated oral health workforce
6. Lead and facilitate audits and analysis of service provision and technology development that will guide cost effective future development and enhancement of services.
7. Perform the role and responsibilities of the Deputy Chairperson of the Fiji Dental Council, and liaises regularly with the Council (FDC) on relevant issues with regards to dental staff and the dentistry profession.
8. Support the development and endorsement of the National Surgical, Obstetrics and Anaesthesia Plan (NSOAP) including the establishment of the Collaborative Centre for Safe and Affordable Surgery (CCSASOA) in Fiji through appropriate and timely engagement with stakeholders and partners in a positive collegiate manner.
9. Assist in the preparation of the national budget by providing input for the budgetary requirement of the National Oral Health Services.
10. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely provision of policy advice on oral health to the Senior Executive team that is of high quality, factual and accurate.
2. Oral Health Policies and National Oral Health Plans are formulated, endorsed and implemented in a timely manner
3. Endorsed oral health programs are monitored and evaluated with timely identification and addressing of services gaps and areas of improvement
4. Coordination, collaboration and advice on prioritization, selection, procurement and acquisition of identified dental equipment, materials, consumables and dental instruments are done efficiently and cost effectively.
5. Recruitment, training and mentoring of the oral health staff contribute to maintaining an appropriately trained, skilled and motivated workforce
6. Preparation and contribution to divisional and national oral health budget submissions meet recommended quality and timelines.
7. Contributions to planning and development forums and guiding documents are timely and of high quality and accuracy.
8. Active participation in the corporate activities of the Ministry as and when required.

The Person

In addition to an undergraduate degree in oral health and a Master's Degree or higher in a related field in dentistry, oral health, health, health management, or health policy, and have valid registration and annual practicing license with Fiji Medical and Dental Council, the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

Knowledge and Experience

1. Strong knowledge base and proven experience in a similar role.
2. High level of understanding of the requirements of dental services delivery in both the clinical and preventative areas.
3. Strong knowledge of evidence-based standards of safe practices in a specialty field in oral health and/or oral health services in general.
4. Broad understanding and experience in the use of concepts and tools used in clinical leadership, audits, research, monitoring and evaluation and clinical governance.
5. Proven experience in oral health policy development, implementation and review.
6. Understand and has implemented policies for human resources management.

7. Understand aspects of the Fijian Constitution (2013) and applicable laws in Fiji that relate to health regulations, policies and medico-legal compliance.

Skills and Abilities

1. Excellent clinical and public health skills including procedural skills.
2. Excellent communication skills with ability to advise Senior Management.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex dental problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant specialized field of Oral Health, showing some independent responsibility without direct supervision.
6. Demonstrated ability to establish and maintain network with relevant stakeholders.
7. Demonstrated ability to organize professional development activities (conferences, meetings and workshops) for personal and team members' learning and development.
8. Service oriented approach with a commitment to achieving the corporate objectives of the organization.

Personal Character and Eligibility

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