

MOHMS 203/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Consultant/Divisional Medical Officer
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 = F\$128,229.16
Location:	Northern Health Services
Reports to:	Chief Medical Advisor Permanent Secretary
Subordinates:	CMOs/SDMOs, National Advisors, Divisional Administrative Personnel

Overview of the Divisional Health Services

The Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in a geographical Division of Fiji. 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 Chief Medical Advisor in the provision of primary health care and public health services in the Geographical Division by managing and administering these 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 through the Sub-divisional Medical Officers.

Key Duties

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

1. Provide leadership to promote the interest and development of the Geographical Division 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 Geographical Division, 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 Divisional plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for ensuring the implementation of public health programs and activities at the various operational levels in the Geographical Division.

5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, providing reports, medico-legal assessments and expert opinion for the Divisional Office.
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 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 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. Broad understanding of concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in Public Health and General Medicine.
5. Experience working and managing a secondary health care hospital, managing a Geographical Division with limited resources and is 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. 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 and public health opinion on a range of problems in

the Geographical Division, 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. Public Health and Clinical expertise at the level of Consultant and should have significant depth of experience in Public Health.
2. Experienced manager who can supervise a Geographical Division 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/Divisional Medical Officer
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:	Eastern Health Services
Reports to:	Chief Medical Advisor Permanent Secretary
Subordinates:	CMOs/SDMOs, National Advisors, Divisional Administrative Personnel

Overview of the Divisional Health Services

The Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in a geographical Division of Fiji. 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 Chief Medical Advisor in the provision of primary health care and public health services in the Geographical Division by managing and administering these 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 through the Sub-divisional Medical Officers.

Key Duties

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

1. Provide leadership to promote the interest and development of the Geographical Division 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 Geographical Division, 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 Divisional plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for ensuring the implementation of public health programs and activities at the various operational levels in the Geographical Division.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, providing reports, medico-legal assessments and expert opinion for the Divisional Office.

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 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 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. Broad understanding of concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training with broad clinical experience in Public Health and General Medicine.
5. Experience working and managing a secondary health care hospital, managing a Geographical Division with limited resources and is 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. 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 and public health opinion on a range of problems in the Geographical Division, 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. Public Health and Clinical expertise at the level of Consultant and should have significant depth of experience in Public Health.
2. Experienced manager who can supervise a Geographical Division 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 205/2021

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:	Tuberculosis 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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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Particulars of the position

Role:	Executive Officer
Salary Band:	Band E
Base salary & Allowances:	\$19,041.75 - \$24,412.50 per annum
Location:	Headquarters
Division:	Recruitment Unit
Reports to:	Manager Recruitment Unit
Subordinates:	Clerical Officers

The Position

The position is to ensure all Human Resource support functions with regard to Staff Establishment Management, Recruitment and Selection including policy advice is provided to all staff of the Ministry in a timely manner.

Key Responsibilities

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

1. Provide Human Resource support functions with regard to Staff Establishment Management, Recruitment and Selection including policy advice is provided to all staff of the Ministry in a timely manner.
2. Manage the staff performance and attendance.
3. Compile and submit Human Resource reports with regard to Recruitment and Selection, Person to Post Exercise in a timely manner.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All Human Resource support functions with regard to Staff Establishment Management Recruitment and Selection including policy advice is provided to all staff of the Ministry in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.
3. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participate in Corporate activities of the Ministry.

Person Specification

In addition to a diploma in Human Resource Management, Public Administration, Industrial and Employee Relations (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

3. Proven understanding and experience of administration work or similar

4. Advanced computer literacy, in particular use of Microsoft Applications.
5. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
6. Experience in supervising a team.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively work within a team and to meet agreed timelines
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to utilize computer programs to support the daily operations
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

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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