

NEW ADVERTISEMENTS – FIJI SUN 28 JULY 2021

MOHMS 251/2021



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Principal Accounts Officer - National Health Accounts
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50 per annum
Location:	HQ, Dinem House, Suva
Duration:	3 years
Unit/Division:	Planning/Planning and Policy Development Division (PPDD)
Reports to:	Head of Planning and Policy Development Division
Subordinates:	Clerical Officer - Planning

Overview of the Specific Area

The core responsibility of the Health Financing unit is to coordinate monitoring of resource flow through the production of National Health Accounts (NHA) and explore option for outsourcing of non-core activities. The unit also coordinates cost benefit and economic analysis of services and programs.

The Position

The purpose of this position is to conduct Health Financing activities and explore options for Sustainable Health Financing through regular production of National Health Accounts (NHA), Cost-Benefit Analysis (CBA), Budget Analysis and research/studies.

Key Responsibilities

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

1. Manage the initiation, production and compilation of annual National Health Accounts (NHA) Reports.
2. Coordinate surveys for data collection on health expenditure and related statistics.
3. Assist in formulation of policy briefs and identification of policy options for health financing.
4. Assist and support the coordination of Ministry's Budget Steering Committee and Capital Projects Committee meetings.
5. Facilitate financial analysis of Programmes/projects including costing studies of key programme areas.
6. Engage with development partners on health financing issues including analysis of Public Private Partnership (PPP) options.
7. Participate in the corporate activities of the Ministry such as the budget, corporate and operational plans.

Key Performance Indicators

Performance will be measured through the following indicators:

1. National Health Account preparatory activities are completed and delivered as planned and within the timeframe
2. At least one financial analysis of programmes/projects or costing studies for key programme areas is completed and a report is submitted;
3. At least one policy brief emanating from the annual National Health Accounts (NHA) Report and its implementation is submitted in accordance with reporting standards and by the due date;
4. Active participation in the corporate activities of the Ministry including planning, budgeting, recruitment and disciplinary processes as and when required.

Person Specification

In addition to a relevant postgraduate qualifications in Finance, Administration, Economics, or equivalent, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

1. Wide and proven working knowledge and experience in financial accounts development and analysis in a complex organisation with sound knowledge and relevant experience developing and accurately implementing policy and procedures
2. Possess practical, working knowledge and in-depth knowledge of all aspects and functions of costing studies, expenditure and statistical financial analysis
3. Knowledge and understanding of health accounts development procedures and guidelines such as System of Health Accounts (SHA) 2011
4. Understanding of the applicable legislation or policies / procedures in financial management, employment and Occupational Health & Safety at the work

Skills and Abilities

1. Excellent leadership skills to build high performing teams through engaging others in a strategic direction, encourages contribution, clear objectives and communicates expected outcomes in order to maintain continuous improvement and commitment to effectively achieve business outcomes.
2. Possess strong written, verbal communication and highly developed interpersonal skills to work effectively with executive team, staff, external stakeholders, multidisciplinary teams, clients and stakeholders within the required legislative and policy framework.
3. Demonstrated analytical and statistical skill to think strategically and be able to solve high level organisational complex problems.
4. Ability to provide assistance to multiple task, manage conflicts and encourage changes in a resource constrained working environment.
5. Demonstrated ability to effectively mediate, negotiate and solve complex situations.
6. Ability to provide quality reports write up, feedbacks and responses to meet tight and immovable deadlines.
7. Service oriented approach with a commitment to supporting the corporate activities of the division.

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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 for the job, as this criteria will be considered in assessing the relative suitability of applicants.