

NEW ADVERTISEMENTS – FIJI SUN 20 NOVEMBER 2021

MOHMS 364/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Sub Divisional Manager Nursing
Salary Band:	Band H
Base Range:	\$34,760.31 - \$44,564.50 per annum
Duration:	5 years
Location:	Savusavu Health Centre
Unit Division:	Nursing
Reports to:	Sub Divisional Medical Officer & Director of Nursing
Subordinates:	Team Leader Public Health, Community Health Nurses, Community Health Workers

The Position

The purpose of the Sub-Divisional Manager Nursing position is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative, promotive and protective nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

Key Responsibilities

The position will achieve its purpose through the following:

1. Overall supervision of registered nurses on the provision of quality nursing care as per the legislations and scopes of practice.
2. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
3. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
4. Coordinate and assist with in-service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
5. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
6. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
7. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.

2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)
5. Active participation in the corporate activities of the ministry as and when required.

Person Specification

In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing or Public Health Nursing or equivalent, the following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

Knowledge and Experience

1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
3. Knowledge and understanding of the primary health care and health promotion concepts.
4. Demonstrate knowledge in EPI and core nursing responsibilities in community and public health settings.

Skills and Abilities

1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilize computer programs to support the operations of the subdivision.
3. Good communication (written & spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

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.

RE-ADVERTISEMENTS – FIJI SUN 20 NOVEMBER 2021

MOHMS 179/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Chief Medical - Emergency
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
Duration:	5 years
Location:	Emergency Medicine Unit
Unit Division:	Lautoka Hospital
Reports to:	HOD/Consultant or Consultant or Medical Superintendent Subordinates
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 either the Medical Superintendent or Chief Medical Officer, consistent with the values of the Ministry of Health and Medical Services.

Key Responsibilities

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 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 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

Person Specification

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 180/2021



Ministry of Health & Medical Services Role Description

Corporate Information

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
Duration:	5 years
Location:	Paediatrics Unit
Unit Division:	Lautoka Hospital
Reports to:	HOD/Consultant or Consultant or Medical Superintendent Subordinates
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 Responsibilities

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

Person Specification

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.
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. 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 196/2021



Ministry of Health & Medical Services Role Description

Corporate Information

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
Duration:	5 years
Location:	Radiology Unit
Unit Division:	Labasa Hospital
Reports to:	Principal Medical Officer
Subordinates:	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, consistent with the values of the Ministry of Health and Medical Services.

Key Responsibilities

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.

Person Specification

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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