

NEW ADVERTISEMENTS – FIJI SUN 18 DECEMBER 2021

MOHMS 395/2021



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:	Surgical Unit
Division:	CWM Hospital, 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 Responsibilities

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

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.
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 396/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Principal Medical Officer
Salary Band:	Band J
Base salary & Allowances:	Base salary & Allowances: MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97
Duration:	5 years
Location:	Surgical Unit
Unit/Division:	Labasa 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 Responsibilities

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

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.

Person Specification

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 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 & Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

MOHMS 397/2021



Ministry of Health & Medical Services Role Description

Corporate Information

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
Duration:	5 years
Location:	Surgical 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 Responsibilities

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

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

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 398/2021



Ministry of Health & Medical Services Role Description

Corporate Information

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
Duration:	5 years
Location:	Tuberculosis Unit
Division:	Tamavua Twomey Hospital
Reports to:	CMO Tuberculosis
Subordinates:	Senior Medical Officer/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 Consultant HOD 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 Civil Service and the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Provide assistance 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.
5. Identifying and minimising 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.

Person Specification

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 Specialised field of Medicine and medicine.
2. Understanding 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 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in in the relevant Specialized field of Medicine with guidance from Specialists.
6. Able to organize professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

Selection Criteria

1. Advance Clinical competence in the relevant Specialized field of Medicine and should have extensive experience in the Specialty.
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 399/2021



Ministry of Health & Medical Services Role Description

Corporate Information

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
Duration:	5 years
Location:	Valelevu Health Centre & Lami Health Centre
Division:	Central Health Services
Reports to:	Sub Divisional Medical Officer/Chief Medical Officer, 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 Responsibilities

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

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.

Person Specification

In addition to postgraduate qualification in Public Health or equivalent; or is pursuing a Masters in Public Health; 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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