

# NEW ADVERTISEMENTS – FIJI SUN 26 FEBRUARY 2022

## MOHMS 69/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Stores Officer II
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services
<b>Unit/Division:</b>	Warehouse
<b>Reports:</b>	Senior Stores Officer
<b>Subordinates:</b>	Packers

#### The Position

The position identifies, plans, coordinates, delivers and monitors the supply of medical supplies and services for the Ministry of Health & Medical Services.

#### Key Responsibilities

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

1. Monitor and supervise the proper distribution of all items from the warehouse after checking and packing of items.
2. Ensure that correct items and quantities of cartons with the items are loaded in the truck for dispatch.
3. While dispatching, ensure that correct numbers of cartons are offloaded and any discrepancies to be reported to the Warehouse Manager.
4. Ensure that cartons are properly labelled and sealed before dispatching, and to be more cautious when there is transit of items.
5. Respond to all queries in regards to distribution and solve any problems which can bring along improvement in the operations of the warehouse.
6. Actively contribute to all corporate functions of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that daily, weekly, monthly delivery targets are met.
2. Ensure that all deliveries to the facilities are accurate.
3. Ensure accident-free working environment.

#### Person Specification

In addition to a Diploma in Accounting/Economics/Finance/Management/Business (or equivalent relevant experience); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

### **Knowledge and Experience**

1. At least five 5 years' experience in warehouse operations.
2. Sound knowledge and/or understanding of a medical supply chain management system

### **Skills and Abilities**

1. Highly developed organizational skills and ability to communicate with people at different levels and from different backgrounds
2. Demonstrated ability to effectively work within a team environment
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 & 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 70/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Tamavua Twomey Hospital
<b>Unit/Division:</b>	Human Resources -Administration
<b>Reports:</b>	Executive Officer
<b>Subordinates:</b>	Nil

### The Position

To ensure all Human Resource support functions with regards to receiving and relaying incoming and outgoing telephone calls and providing customer service at the front desk for internal and external customers are provided in a timely manner.

### Key Responsibilities

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

1. Operate switchboard and route incoming / outgoing calls to appropriate departments and enter calls in log book.
2. Provide specific directory information to both internal and external customers, as required in accordance with policy and procedures.
3. Verify monthly telephone bills.
4. Provide administrative assistance to the other units in the department in terms of assisting with recruitment and selection, discipline, performance management.
5. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and accurate facilitation of telephone calls for internal and external customers in accordance with relevant processes and policies.
2. Administrative assistance is provided in a timely manner and in accordance with the relevant guidelines and policies.
3. All reports including the verification of telephone bills are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participation in Corporate activities as and when required.

### Person Specification

In addition to a relevant academic qualification in Front Office Management, Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of this post:

### **Knowledge and Experience**

1. Knowledge and experience in operating telephone consoles and related equipment
2. An understanding of human resources practices at the work place.
3. An understanding of customer service standards and procedures.
4. Experience in the use of Microsoft applications in particular MS Word and MS Excel

### **Skills and Abilities**

1. Excellent communication skills with the ability to use telephone systems to communicate with internal and external customers
2. The ability to build and maintain a working relationship with teams within and outside of the organization
3. The ability to provide concise and accurate information with an attention for detail when writing reports.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

### **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.

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# MOHMS 71/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Health Inspector
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Health Headquarters, Namosi House
<b>Unit/Division:</b>	Environmental Health
<b>Reports:</b>	Chief Health Inspector
<b>Subordinates:</b>	Coordinates with 4 Divisional Health Inspectors (DHI) and 20 Sub Divisional Health Inspectors (SDHI) via CBH

### The Position

The position provides strategic advice and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Pollution Control, Waste Management and Climate Change and Health.

### Key Responsibilities

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

1. Responsible to the Chief Health Inspector (CHI) for the planning, management, supervision, delivery, control and implementation of all Pollution Control and Waste Management and Climate Change & Health at National, Divisional and Sub-divisional levels.
2. Responsible for enforcement of the relevant Laws and Regulation and subsequent subsidiary Legislations of Pollution Control and Waste Management.
3. Provide technical support to clinical services in the area of Healthcare Waste Management.
4. Collaborate with other relevant government agencies and Non-Government Organisations (NGO) that have equal interest on pollution control waste management issues
5. Provide policy direction to the unit in all matters pertaining to pollution control/waste management
6. Vetting and processing of all offensive trade applications, new wastewater treatment designs and drinking water systems for CBH approval
7. Conduct environmental health workshops and seminars on pollution control/waste management issues
8. Represent the unit in pollution control/waste management consultation meetings and forums arranged by other government agencies or NGO's.
9. Assist in progressing the Climate Change and Health program for MoHMS.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure all planned activities on surveillance, monitoring, daily units operations are provided and reports available to CHI and CBH in a timely manner
2. Ensure divisional visits, surveillance activities, equipment's updates and coordination with health offices and municipalities are done in a consistent and timely manner and reports available.
3. Ensure all data and information from all health offices and municipalities are compiled and available.
4. Develop communication materials, Standard Operating Procedures (SOP) and guidelines in relation

- to the units functions
5. Ensure all planned pollution control, waste management and climate change activities are coordinated with other stakeholders in a consistent and timely manner.
  6. All reports are submitted within the agreed timeframes and meet the standard reporting requirements as per Environmental Health (EH) monitoring matrix.
  7. Provide timely assistance and advice to Health Offices and EH cadre
  8. Ensure monitoring and reporting of projects relating climate change and health.
  9. Coordination with all other relevant departments for unit deliverables
  10. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

### **Knowledge and Experience**

1. At least 5 years' experience as a Health Inspector and/or management level with good understanding of food safety would be desirable.
2. Good understanding of Legal enforcement procedures and prosecution of offenders including knowledge of existing legislative/policy and standard designed to protect Food and the public health is essential.
3. Strong knowledge of Fiji's Environmental Management Act, Green Growth Framework, Climate Change Act and Environmental Health Impact Assessment
4. Have basic knowledge on issues relating to pollution control, health care waste management and have certain experiences in providing technically sound advice to CHI, CBH, and the Ministry
5. Experience in working with multiple partners, United Nations (UN) agencies, NGO/CSO (Civil Society Organisations) and donor partners in a constructive way that is beneficial to all parties.
6. Experience in and understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
7. Experience in post disaster response coordination
8. Basic understanding of Monitoring and Evaluation

### **Skills and Abilities**

1. Good Leadership, management skills with written and oral Communication Skills and abilities including Innovative skills in Computer programs and report generation.
2. Ability to contribute to teamwork and work with other stake holders to Develop, deliver and evaluate Pollution Control, Waste Management and Climate Change workshops are essential.
3. Ability to facilitate process of drafting policy documents, circulars, Cabinet papers, project proposals, annual reports and business plan
4. Case investigation skills in enforcement work.
5. Ability to draft speeches, and ability to write project proposals, annual reports and business plan
6. Ability to give technical advice to clients or communities on environmental health issues.
7. Ability to analyse situations, decision making and initiating actions.
8. Ability to build and motivate team work, with good organizational skills and demonstrates commitment.
9. Ability to adapting and respond to changes within the organization effectively.
10. A service-oriented person with strong Multi-party coordination ability to plan execute and meet deadlines.
11. Service oriented approach with the commitment to supporting the corporate environment of the organization

**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.

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# MOHMS 72/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Plumber
<b>Salary Band:</b>	Band D
<b>Salary Range:</b>	\$7.50 - \$9.61 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Hospital Services
<b>Reports:</b>	Supervisor Higher Grade
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Plumbing works at Labasa Hospital.

### Key Responsibilities

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

1. Ensure all maintenance work related to plumbing services are done in timely manner and in accordance to the required standards of service.
2. Establish and maintain liaison with administration and professional staff regarding plumbing maintenance programs
3. Plan and organize time, cost and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
4. Maintain the workshop upkeep and proper storage of plumbing equipment and materials
5. Ensure preventive plumbing maintenance programs are in place and implemented which should include the adherence to OHS rules and regulations.
6. Contribute to all cooperate requirements of the Ministry where required.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All assigned duties completed on time, align to the required budget and to accepted standards of servicing and aligned to the required budget.
2. Timely and accurate submission of plans and reports
3. Full compliance to OHS requirements and policy
4. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to a Trade Certificate qualification in Plumbing or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

### **Knowledge and Experience**

1. At least 3years experience in the similar role.
2. Knowledge of working with tools for plumbing and experience with materials needed for maintenance, repairs and installation
3. Knowledge of Occupational Health & Safety
4. Knowledge of proper maintenance of working area and safety protocols.

### **Skills and Abilities**

1. Ability to meet deadlines within a timeframe
2. Ability to communicate effectively both verbal & written
3. Ability to work with minimum supervision and work within a team
4. Demonstrated ability to plan, organize plumbing work schedule effectively
5. Ability to identify and utilize resources effectively and responsibly
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

### **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.

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# MOHMS 73/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Messenger /Driver
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Duration:</b>	3 years
<b>Location:</b>	Registry, Health Headquarters, Dinem House
<b>Unit/Division:</b>	Personnel / Human Resources
<b>Reports:</b>	Executive Officer
<b>Subordinates:</b>	Nil

### The Position

The position ensures that the administrative aspect of all relevant incoming and outgoing correspondences in the organization for subject files are properly maintained, recorded, accessible to relevant desk officers and processes are done in a timely manner. Ensure provision of all approved mail run requests with reliable and safe driving services to the staff whilst maintaining integrity with a sense of confidentiality and responsibility.

### Key Responsibilities

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

1. Create, maintain and update subject files in Registry (manually and electronically) and mark to respective desk officers for action.
2. File and mark correspondence in the subject files to the respective desk officers for action.
3. Arrangement of subject files in the file rack which had been actioned and returned from desk officers and opening of new subject files as and when required.
4. Assist in weekly file census to ensure where the files are and updating of Subject File Transit Card and on Human Resource Information System [HRIS].
5. Retrieve closed subject files from the archives as and when required.
6. Ensure mail runs are done in a timely manner and transport officials in a safe manner and abide by all road rules and requirements under the transport policy whilst on official duty.
7. Ensure to maintain the vehicle in a good working condition and ensure vehicle documentation, recordings and reports are submitted in a timely manner.
8. Actively contribute to all corporate requirements of the Ministry

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All subject correspondences are filed in a timely manner and marked to the respective desk officers for action.
2. Maintenance and update of the subject file register and timely receipt of subject files back in Registry and updating of manual and electronic information system for effective record keeping.
3. Location of all subject files are recorded within the agreed timeframe of a weekly basis and provide monthly updates
4. Timely retrieval of closed files from the archives and when required

5. Mail runs are completed within agreed timelines. and passengers reach respective destinations safely and with comfort within agreed time of travel.
6. Daily submission of vehicle records such as running sheets, maintenance, fuel and other reports, when necessary, in addition to daily cleanliness of vehicle ensuring excellent working condition.
7. All requests received at the counter and through telephone are facilitated in a timely manner along with the opening of Tender box and facilitating applications to AMU and the Stores Officer.

### **Person Specification**

In addition to the completion of Form 6 Secondary School qualification or higher, minimum 5 years driving on a full valid driving license class 2, a valid Defensive Driving Certificate and a copy of license history with LTA. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Experience in a similar work environment.
2. Knowledge of filing systems and records management with an understanding of the role of HR in a large organization.
3. Basic knowledge of Occupational Health and Safety.
4. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations.
5. Understanding of Land Transport Authority regulation for Drivers and Vehicles and other applicable transportation laws of Fiji.

### **Skills and Abilities**

1. Ability to work effectively with a team, plan and manage daily work effectively to meet set deadlines.
2. Good communication skills both verbal and written with the ability to maintain confidentiality
3. Basic computer skills to support the operation of the unit.
4. Ability to drive safely and operate both manual and automatic vehicles in accordance with relevant rules and regulations.
5. Good customer service skills with a service-oriented approach and commitment to supporting the operational and corporate environment of the organization.

### **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.

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# MOHMS 74/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Consultant
<b>Salary Band:</b>	Band M
<b>Base Salary &amp; Allowances:</b>	MOCA A: Base: 103,445.90 + On Call Allowance: 25,861.47 + Environmental Allowance 15,516.88 = F\$144,824.20
<b>Duration:</b>	5 years
<b>Location:</b>	Paediatrics Unit
<b>Unit/Division:</b>	Labasa Hospital
<b>Reports:</b>	Medical Superintendents
<b>Subordinates:</b>	Chief Medical Officer, PMO, SMO, MO and all staff 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 Medical Superintendent 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 Responsibilities

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

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 the Medical Superintendent.
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.

## **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.

## **Knowledge and Experience**

1. Strong knowledge of evidence-based standards of safe practices in the field of Radiology 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 75/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Chief Medical Officer
<b>Salary Band:</b>	Band L
<b>Base Salary &amp; Allowances:</b>	MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50
<b>Duration:</b>	5 years
<b>Location:</b>	Obstetrics and Gynaecology (O&G) Unit
<b>Unit/Division:</b>	Lautoka Hospital
<b>Reports:</b>	HOD/Consultant or Consultant or Medical Superintendent
<b>Subordinates:</b>	Principal Medical Officers within the Unit

### Overview of the Unit

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 the 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 Consultant HOD in the provision of high-quality services in the relevant specialized field of Medicine, under the responsibility either the Medical Superintendent, 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 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.
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 and HOD for clinical specialty.
2. Undertake clinical 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 & Eligibility**

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# MOHMS 76/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Medical Officer
<b>Salary Band:</b>	Band I
<b>Base Salary &amp; Allowances:</b>	MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33
<b>Duration:</b>	5 years
<b>Location:</b>	Wainibokasi Unit
<b>Unit/Division:</b>	Central Health Services
<b>Reports:</b>	Sub Divisional Medical Officer Rewa
<b>Subordinates:</b>	Medical Officer and all staff

### Overview of the Unit

The Hospital 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 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 & 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.