

# NEW ADVERTISEMENTS – FIJI SUN 26 MARCH 2022

## MOHMS 95/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Medical Superintendent
<b>Salary Band:</b>	Band N
<b>Base Salary &amp; Allowance:</b> [MOCA depends on the specialty of the meritorious candidate]	MOCA A: Base Salary: 106,857.63 + On Call Allowance: 26,714.41 + Environmental Allowance 16,028.64 = F\$149,600.68 MOCA B: Base Salary: 106,857.63 + On Call Allowance: 16,028.64 + Environmental Allowance 16,028.64 = F\$138,914.92 MOCA C: Base Salary: 106,857.63 + On Call Allowance: 5,342.88 + Environmental Allowance 16,028.64 = F\$128,229.16
<b>Duration:</b>	5 years
<b>Location:</b>	Labasa Hospital
<b>Reports to:</b>	Chief Medical Advisor, Permanent Secretary
<b>Subordinates:</b>	All staff at the Hospital

#### 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 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 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 that promotes the interest/development of the Hospital plans and the remodeling plans in the current COVID environment.
2. Monitor and evaluate all activities of the hospital plans to provide effective and efficient services compliant with the relevant legislations, policies, regulations, processes.
3. Ensure that the clinical responsibilities in the hospital or on outreach obtained the best possible outcome and maintained client focus
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analysis of data and any recommendations for improvement.

## **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 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 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.

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 96/2022



## 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>Division:</b>	CWM Hospital
<b>Reports to:</b>	Medical Superintendent
<b>Subordinates:</b>	Chief Medical Officer, Principal Medical Officer, Senior Medical Officer, Medical Officer 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 or 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 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 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.

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 97/2022



## 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>	Obstetrics and Gynaecology Unit
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	Medical Superintendent
<b>Subordinates:</b>	Chief Medical Officer, Principal Medical Officer, Senior Medical Officer, Medical Officer 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 or 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 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 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 98/2022



## 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>	Internal Medicine Department
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	Head Of Department 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
5. Medicine.
6. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
7. 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 99/2022



## 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 B: Base: 100,006.07 + On Call Allowance: 15,000.91 + Environmental Allowance 15,000.91 = F\$130,007.89
<b>Duration:</b>	5 years
<b>Location:</b>	Savusavu Hospital
<b>Division:</b>	Northern Health Services
<b>Reports to:</b>	Divisional Medical Officer – Northern and Permanent Secretary for Health & Medical Services
<b>Subordinates:</b>	All staff within the Cakaudrove Sub-Division

### 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 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 geographic subdivision, under the responsibility of the Chief Medical Advisor.

### Key Responsibilities

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

1. Provide assistance to promote the interest and development of the Subdivision through strategic planning, ensuring cohesion of the overall functions of the Subdivision by working effectively with the Divisional Medical Officer and adheres towards a positive collegiate relationship.
2. Undertake clinical leadership and responsibilities for all health facilities in the subdivision 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 Subdivisional activities and implement corrective measures 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 minimising 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.
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 with two years post Masters experience and/or 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 Public Health including epidemiology, preventative medicine, primary health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies, and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in Public Health.
5. Experience working and managing a secondary health care hospital, managing a subdivision 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. Public health and Clinical expertise at the level of Specialist and should have significant depth of experience in Public Health.
2. Effective manager who can supervise a Subdivision 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 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 100/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Base salary &amp; Allowances:</b>	MOCA B: Base: 83,254.98 + On Call Allowance: 12,488.25 + Environmental Allowance 12,488.25 = F\$108,231.47
<b>Duration:</b>	5 years
<b>Location:</b>	Korovou Hospital
<b>Division:</b>	Central Health Services
<b>Reports to:</b>	Divisional Medical Officer – Central Health Services
<b>Subordinates:</b>	All staff – Korovou Hospital

### Overview of the Unit

Korovou 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 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 geographic subdivision, under the responsibility of the Divisional Medical Officer and Chief Medical Advisor.

### Key Responsibilities

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

1. Provide leadership and management in the Subdivision to facilitate the implementation of its planned activities by working effectively with the Divisional Medical Officer and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Sub-Divisional 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 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 of the 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. 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 and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. 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. 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 clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from
6. Specialists.
7. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Advance Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Experienced officer who can supervise a Subdivision to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. 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.

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 101/2022



## 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>	Ba Mission Hospital
<b>Division:</b>	Western Health Services
<b>Reports to:</b>	Principal Medical Officer / Sub-Divisional Medical Officer
<b>Subordinates:</b>	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.

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 102/2022



## 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 C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = F\$71,272.92
<b>Duration:</b>	5 years
<b>Location:</b>	Tuberculosis Unit
<b>Division:</b>	Tamavua Twomey Hospital
<b>Reports to:</b>	Chief Medical Officer, Principal Medical Officer - Tuberculosis
<b>Subordinates:</b>	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. Implement 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 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
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 103/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Computer Operator
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services
<b>Unit/Division:</b>	Digital Health
<b>Reports to:</b>	Senior Systems Analyst, MOHMS Headquarters Administrative Officer, Fiji Pharmaceutical & Biomedical Services
<b>Subordinates:</b>	Nil

### The Position

The position is responsible to the Senior Systems Analyst through Systems Analyst Service Desk for:

1. Timely and quality execution of ICT Projects and activities as per Business Plan
2. Ensure high level of Customer Satisfaction and adherence of 5s for ICT Operations
3. Ensure improved management of client hardware and software, network, communications and other ICT Services
4. Fully updated documentation including inventory, network, facility ICT details, etc.
5. Facilitate first Level Support for overall ICT including applications and escalate/consult for further assistance.

### Key Responsibilities

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

1. Provide day to day assistance to end users and record the actions.
2. Develop cost estimates, work plans, time schedules and make work assignments to meet objectives.
3. Conduct procurement for ICT Hardware, Services and ITC Consumables.
4. Provide technical report and conduct Board of Survey for ICT Hardware.
5. Organize and attend to trainings held for project updates and ICT Support.
6. Manage IT Projects and activities as directed by the Senior Systems Analyst.
7. Preparation of Service Desk and Project Update Reports on a timely basis.
8. Research and innovation of eHealth Technologies.
9. Update and Manage all day to day task on the Service Desk System.
10. Support of PATIS Plus, CMRIS, LIMS, HRIS, MSIS, Electronic Logistics Management Information
11. System (mSupply) Intranet and other in-house applications.
12. Actively contribute in all corporate activities of the Ministry

### Key Performance Indicators

Performance will be measured through the following indicators:

1. At least 80% of all helpdesk issues attended within the timeframe allocated.
2. All allocated activities within the ICT business plan completed and delivered as planned.
3. Completion of all required administrative task, reports and application support.
4. Actively contribute in all corporate activities of the Ministry

## **Person Specification**

In addition to Diploma in Computing Science or Information Technology (or equivalent) from a recognized institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
3. Knowledge of Hardware/Software procurement procedures.
4. Experience in writing proposals, reports, documentation and project updates.
5. Experience in prioritizing work assignments in a resource constrained environment.
6. Understanding of the Fijian Constitution (2013) and applicable laws of

### **Skills and Abilities**

1. Demonstrated ability to effectively work in a team.
2. Ability to maintain confidentiality of information.
3. Demonstrated innovative skills with attention to detail.
4. Communicate clearly and concisely, both orally and in writing.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction

### **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 104/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Health Inspector
<b>Salary Band:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Rakiraki Health Office, Korovou Health Office
<b>Unit/Division:</b>	Environmental Health / Western & Central Health Services
<b>Reports to:</b>	Sub Divisional Medical Officer / Chief Health Inspector
<b>Subordinates:</b>	Senior Assistant Health Inspectors

### The Position

The purpose of the job is to provide strategic advice and oversee the implementation of Environmental Health services in the different subdivisions, which includes the overall planning, management, enforcement, coordination and monitoring of Environmental Health Programs.

### Key Responsibilities

The roles of the Health Inspector involves of a middle management positions at the district level as follows:

1. Ensure that proper coordination and management of office resources with a multi-facet approach is maintained as stipulated in the business plan and mandated by other legislative requirements.
2. Responsible for the planning, management, organising, supervising, and controlling of all activities at the sub divisional level to determine the desired end results.
3. Advise to clients and stake holders on legislative/policy approaches designed to protect the environment and public health
4. Ensure the office financial accounts and transactions are in order, as per the requirements of the Central Board Health Grant Agreement and Fiji Financial Management Act.
5. Management of human resource by daily supervision, guidance, providing opportunities for capacity building and instituting disciplinary actions as may be required.
6. Collaborate with other relevant government agencies and Non-Government Organisation that have equal interest on Environmental Health in the sub division.

### Key Performance Indicators

1. All regulatory violations are attended to in a timely manner, in accordance with the Environmental Health Standard Operating Procedures and non-compliances are processed for prosecution.
2. All authorised Local Authority payments are processed within agreed timeframes and compliant with financial management instructions, policies and procedures.
3. Efficient management of resources, databases, budgetary allocations and assets to support work plans, departmental objectives and budget restraints including an on-going contribution to sustainability.

### Person Specification

In addition to a minimum University qualification of a Degree in Environmental Health or equivalent the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

### **Knowledge and Experience**

1. Vast experience in environmental health with management and leadership skills.
2. Experience in coordination of post disaster public health responses
3. Basic experience in accounting and financial management.
4. Strong understanding in the enforcement and litigation procedures
5. Knowledge and experience in collaborating with government and non-government agencies to successfully implement and address the environmental health legislations in the community.
6. Experience in community empowerment and mobilization to alleviate the burden of disease by improving the living conditions of the vulnerable and disenfranchised in partnership with Non-Government Organisation and other partners.
7. Basic knowledge in field epidemiology
8. Experience and knowledge in development of water sampling plan (drinking and recreational waters) and interpretation of water sampling results and identification of remedial actions.
9. Knowledge and understanding of the monitoring and evaluation Framework.

### **Skills and Abilities**

1. Skills and ability to prosecute in any court of law.
2. Skills in investigating outbreaks of any infectious disease.
3. Ability to offer advice to clients or communities on environmental health issues.
4. Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner.
5. Possess strong and effective communication (Written, Verbal) skills
6. Proven good organizational skills and demonstrates commitment.

### **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 106/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Bio Medical Technical Officer
<b>Salary Band:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital, Labasa Hospital
<b>Unit/Division:</b>	Biomedical Division
<b>Reports to:</b>	Medical Superintendent & Senior Biomedical Engineer
<b>Subordinates:</b>	Nil

### The Position

The purpose of the Biomedical Technical Officer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment. May also direct, coordinate, and evaluate the work of lower level technicians.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Responsible for ensuring that any biomedical equipment required for service delivery is made available to the health facilities through constant and regular monitoring. All needs of biomedical equipment by the health facilities need to be captured and requested for purchase promptly.
2. Attend to any breakdowns and ensure that all faults are rectified promptly and also perform a variety of complex and specialized tasks associated with the routine preventative maintenance, installation, service and calibration of a diverse range of biomedical equipment according to Australian Standards [AS3551].
3. Ensure that users of equipment are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
4. Provide weekly and monthly reports and updates to the Senior Biomedical Engineer.
5. Actively contribute to the corporate requirements of the Ministry when required

### Key Performance Indicators

1. Quarterly audits performed and biomedical equipment inventory is updated for all the health facilities in all divisions.
2. Annual preventative maintenance is carried out for all the health facilities
3. User Training is performed on a monthly basis for all biomedical equipment.
4. Monthly report on equipment availability is submitted to National Biomedical Coordinator through Senior Biomedical Engineer.
5. Participate in the corporate activities of the Ministry

## **Person Specification**

In addition to University qualifications (or equivalent) relevant to Biomedical/ Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

### **Knowledge and Experience**

1. At least 3-5 years work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spreadsheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

### **Skills and Abilities**

1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees
6. Ability to work efficiently in any given time frame

### **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 107/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Bio Medical Technician
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Biomedical Division
<b>Reports to:</b>	Biomedical Engineer
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for performing routine and complex repairs, calibrating and maintaining all types of biomedical equipment technologies, devices, instruments and systems and inspecting, installing and providing preventative maintenance of general biomedical equipment

### Key Responsibilities

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

1. Perform a variety of routine maintenance work associated with a diverse range of Anaesthetic, Dental, Surgical, Laboratory, Ophthalmic, Medical and Urology Equipment's according to Australian Standards [AS3551].
2. Assemble, install and repair medical equipment, mechanical, pneumatic, electrical and basic electronic devices according to specifications in Manuals provided by the Supplier/Vendor or interpreting schematic diagrams and graphic illustrations.
3. Diagnose and correct system and equipment malfunctions by making alterations, repairs or replacements to ensure that medical equipment and internal circuitry meets specified requirements
4. Improve or make special test set ups to conduct functional checks of medical electronic test equipment.
5. Maintain documentation on new equipment, inspections and equipment repairs and failures.
6. Provide weekly reports and updates or as directed to the Senior Biomedical Engineer.
7. Participate in the corporate activities of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All maintenance works as per maintenance plan for the biomedical unit is conducted in a timely manner in accordance with the standard operating procedures.
2. All reports are in accordance with reporting standards and submitted by the due date.
3. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to a relevant academic qualification in Electronics or Biomedical Engineering or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the duties of the post:

### **Knowledge and Experience**

1. Some experience in working in a similar environment
2. Knowledge and experience in the repair/maintenance of electronic/ electromechanical devices.
3. Knowledge of electronic circuitry and electronics troubleshooting
4. Understanding of the OHS regulations and safety procedures;
5. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

### **Skills and Abilities**

1. Ability to interpret schematics, wiring diagrams and illustrated parts, drawings or biomedical equipment.
2. Ability to communicate effectively both written and verbal communication
3. Ability to prepare reports, to organise and prioritize tasks effectively and efficiently at all levels of the organization
4. Ability to establish and maintain working relationships with co-workers, clinical staff and stakeholderse
5. Good Computer skills including the ability to use Microsoft Office Programmes.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation

### **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 108/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Dental Hygienist
<b>Salary Band:</b>	Salary Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Lautoka Hospital, Nausori Health Centre
<b>Reports to:</b>	Instructor Dental Therapist, Senior Dental Officer Clinical
<b>Liaises with</b>	Dental Therapist, Dental Officer, Senior Dental Officer; MCH/ANC nurses
<b>Subordinates:</b>	Receptionist, Ward Assistant, Cleaner

### The Position

The position is accountable for the delivery of high quality care to prevent oral diseases through non-surgical treatment of periodontal disease, and with oral health education to promote healthy oral behavior. In addition, the Dental Hygienist assist in the daily running of the clinic in managing, replenishing, controlling the usage of consumables, and facilitates maintenance and hygiene of the dental clinic, all instruments and equipment, and ensures that the environment adheres to OHS and infection control protocols at any settings encountered.

### Key Responsibilities

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

1. To provide quality preventive oral health procedures e.g. A traumatic treatment (ART) and non-surgical periodontal procedures such as oral prophylaxis and scaling, and other
2. Prescribed dental care as directed as well as provide education to patients on self-care.
3. Deliver Oral health promotion in Maternity and Child Health Care Clinics (MCH), Ante Natal Care Clinic (ANC,) and Special Outpatient Clinics, schools and community outreaches.
4. Provide clinical Chair side assistance to dentist/therapist in all dental procedures including mounting of x rays; to prepare patients and ensure a safe and efficient environment for patients receiving dental care.
5. Work as an effective and professional member of the oral health team.
6. Assist in administrative responsibilities for documentation of all records, and collection of revenue.
7. Execute approved Infection Control protocols and guidelines by maintaining clean working environment, and the preparation and sterilization of instruments, equipment, and safe disposal of waste.
8. Participate in collection and reporting of Monthly data reports.
9. Actively participate in the corporate activities of the Ministry.

### Key Performance Indicators

1. Maintain patient data, information, history and all dental procedures performed is collected and stored using approved MOHMS methods.

2. Ensure that all Dental Hygiene activities (examinations, observations and treatments) are provided within the approved scope of practice and experience level of the hygienist and as prescribed by the dental officer or dental therapist (including arrangements for antibiotic cover as required).
3. Provide appropriate oral health information, motivation and patient education in line with recommendations or prescription of the dental officer or dental therapist, and dental hygiene guidelines of MOHMS, suited to individual patient requirements (knowledge, awareness and interest are assessed).
4. Ensure clinic is prepared for every session prior to each and every dental appointment (including for prosthetics and surgery); sterilized and correct instruments set up, patients records, required materials and supplies arranged); post appointment all instruments gathered, accounted, cleaned and sterilized; waste disposed appropriately. Clinic left in readiness for following day.
5. Provide chair side assistance to the dentist and support patient throughout all procedures.
6. Gather and record data as relevant to the dental clinic (number of programs conducted per month; total patients assisted per hygienist; number of patient records documented; revenue - fees collected, receipted and recorded as per the Hospital Dispensary Act; percentage of unplanned return visits and post-operative infections recorded and reported against Oral Health Business Plan targets).
7. Ensure infection Prevention and control MOHMS approved protocols and guidelines are implemented, documented and reported at least monthly to promote patient safety and reduce cause or transmission of infection during or post procedure (includes hand washing technique promoted and monitored, instruments and equipment are cleaned, sterilized and set up; waste disposed appropriately and safely; primary and secondary working zones are cleaned and disinfected between each patient all following approved MOHMS procedures).
8. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to a Certificate in Dental Hygiene from a recognized tertiary institution or equivalent with a valid Annual Practicing License with the Fiji Dental Council, the following Knowledge, Experience, Skills and Abilities are required to perform the role of the post.

### **Knowledge and Experience**

1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Hygienist.
2. A minimum qualification of Certificate in Dental Hygiene (essential).
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Familiar with relevant dental hygiene Clinical Practice Guidelines, Infections Control
5. protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
6. Demonstrate ability and experience to work independently and accept responsibility to set priorities for dental surgery assistant tasks.
7. Maintain privacy and confidentiality of all patient or staff information and data.
8. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholder.

### **Skills and Abilities**

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental hygiene services.
2. Demonstrate technical competence in line with the recognized scope of practice for dental hygienist and effective capacity to carry out oral health promotion and education activities with clients.
3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
5. Ability to identify and refer any Risk Management Issues; and to work with minimal supervision.

**Personal Character and Eligibility**

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# MOHMS 109/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Laboratory Technician
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50
<b>Duration</b>	5 years
<b>Location:</b>	CWM Hospital / Lautoka Hospital / Labasa Hospital
<b>Unit/Division:</b>	Pathology Laboratory
<b>Reports to:</b>	Technical Officer High Grade
<b>Liaises with:</b>	Consultant Pathologist, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer
<b>Subordinates:</b>	None

### The Position

The purpose of this position is to ensure that laboratory services are provided in accordance with the policies and procedures in a timely manner.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and Laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program of new recruits and students in consultation with respective supervisors.
5. Actively contribute to the corporate requirements of the Ministry.

### Key Performance Indicators

1. All laboratory services are delivered within the agreed timeframe and meet quality service standards and are compliant with the relevant policies and procedures.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. Training programs for new recruits are coordinated in a timely manner in consultation with lab supervisors.
4. Consumables, equipment and resources that support meeting work plans and department objectives are in sufficient supply at all times.
5. Participate in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to a Bachelor in Medical Laboratory Science or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and Standard Operating Procedures;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work.

### **Skills and Abilities**

1. Excellent analytical skills with an attention for detail and accuracy of data
2. Demonstrated ability to work and contribute within a high performing team environment;
3. Good communication skills with the ability to write concise accurate reports.
4. Ability to manage work competing work priorities to meet scheduled timeframes;
5. Capacity to utilise computer programs to support the operations of the organisation
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **Personal Character and Eligibility**

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# MOHMS 110/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Nutritionist
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28, 605.45 - \$38, 140.60 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Namosi House, Health Headquarters
<b>Unit/Division:</b>	National Food and Nutrition Centre/Wellness
<b>Reports to:</b>	Manager – National Food and Nutrition Centre
<b>Subordinates:</b>	Food Security Officer

### The Position

The Senior Nutritionist is responsible for the coordination and implementation of the Fiji Framework for Food and Nutrition Security in Fiji with multiple stakeholders, in addition to other technical needs of the National Food and Nutrition Centre. The position also oversees the Nutrition in Emergencies preparedness and response programs, Nutrition in Sports, and best practices to encourage healthy lifestyle changes.

### Key Responsibilities

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

1. Focal point and liaison for the government ministries for the coordination and implementation of the Fiji Framework for Food and Nutrition Security (FFFNS).
2. Coordinate with the divisions all programs and activities for Nutrition in Emergencies and Nutrition in Sports.
3. Provide technical input, support, and design implementation of food and nutrition security activities with relevant stakeholders including capacity building education programmes, outreach, trainings and development, in addition to development of Information, Education and Communication (IEC) support materials, mass media communications and related activities.
4. Provide periodic technical reports and reviews relevant to NFNC programs, specifically the implementation of the FFFNS.
5. Provide active support and supervision to NFNC Technical staff to enhance an effective and efficient workforce.
6. Actively participate in promoting the activities including planning, budgeting and selection activities of NFNC and food and nutrition security related programmes of the Ministry of Health and Medical Services.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Programs and activities under the FFFNS are coordinated, monitored and evaluated according to the required time lines.
2. All technical reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including technical meetings, analytical trends, analyses of data and any recommendations for improvement.
3. Ensuring regular supervision and mentoring of subordinate staff, and active participation and advocacy for NFNC and food and nutrition security- related programs of the Ministry of Health and Medical Services.
4. All information and education materials are developed, updated, implemented, distributed and evaluated within the agreed timeframes and specific requirements.
5. Active participation in the corporate activities of the ministry as and when required

## **Person Specification**

In addition to an under graduate degree in Dietetics and Nutrition, Food Science or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 3 years of relevant working experience, with considerable experience in food and nutrition security and dietetics, planning and coordination, monitoring and evaluation.
2. Must have experience in multi-sectoral collaboration within government and the private sector, and working with development partners are essential;
3. A wide experience in research, public health nutrition, health promotion and dietetics.

### **Skills and Abilities**

1. Demonstrated ability to plan, coordinate, monitor and evaluate projects; and utilize results for informed decision making.
2. Sound communication, interpersonal and representational skills.
3. Demonstrated ability to work cooperatively within a team environment.
4. Capacity to utilise computer programs to support daily operations of the unit
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **Personal Character and Eligibility**

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# MOHMS 111/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	PATISPlus Developer (Project)
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$30,515.63 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Dinem House, Health Headquarters
<b>Unit/Division:</b>	Digital Health
<b>Reports to:</b>	Product Manager PATISPlus
<b>Subordinates:</b>	

### The Position

The position is responsible for ensuring smooth deployment of PATIS Plus and its interfacing applications in terms of proper training delivery and availability.

### Key Responsibilities

The position will be responsible for:

1. Conducting, administering and reporting of PATISPlus Trainings at various health facilities, monitor the usage, data entry and competency.
2. Conduct audits for PATIS Plus usage, develop and compile audit reports for analysis.
3. Procure and manage inventory for PATISPlus; consumables including printers, laminating machines and other equipment's.
4. Uploading Data into PATIS Plus upon requests from various users and verifying backups for PATISPlus database.
5. Provide PATIS Plus user and system support while ensuring Free Medicine and ICT availability.
6. Assist in data cleaning and other tasks as assigned by supervisors
7. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.
8. Actively contribute to Ministry requirements including planning budgeting selection activities when required.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Planning of PATIS Plus activities including trainings, ward audits, software and hardware availability in health facilities.
2. Ensure smooth deployment of PATIS Plus in all health facilities on Govnet.
3. Ensure efficient training is delivered to all health employees required to work with PATIS Plus and relevant interfacing applications.
4. Quality report and services are provided as and when needed while outcomes are actioned in a timely and effective manner.
5. Active participation in the corporate activities of the Ministry as and when required.

## **Person Specification**

In addition to Diploma or equivalent in Computing Science or Information Technology; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

### **Knowledge and Experience**

1. At least 3 years' experience in Information/Applications systems.
2. Experience in delivering information systems administration and training.
3. Experience in Microsoft (MS) Office.
4. Experience in using dash-board tools such as Sequel Server Reporting Services (SSRS).
5. In-depth knowledge of Software Development Life Cycle (SDLC) and experience in writing scripts for data migration & extraction.
6. Experience in working on Servers, Database and Applications.
7. Experience in writing proposals, reports, documentation and project updates.
8. Experience in prioritising work assignments in a resource constrained environment.
9. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

### **Skills and Abilities**

1. Demonstrated ability to effectively work in a team.
2. Ability to maintain confidentiality of information.
3. Demonstrated innovative skills with attention to detail.
4. Communicate clearly and concisely, both orally and in writing.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction.

### **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 112/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Health Information Technician (Project)
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$14,095.31 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Health Headquarter, Dinem House
<b>Unit/Division:</b>	Health Information Unit
<b>Reports to:</b>	Senior Statistician
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for collecting, registration, entry and storage of required datasets, provision reports on performance on data entry and provide feedback on data quality issues and areas that needs strengthening.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Organize and manage health information data by ensuring its quality, accuracy, accessibility, and security.
2. Regularly communicate with Supervisors and data providers to clarify diagnoses or to obtain additional information including verification of information.
3. Ensure adherence to work plan activities and timeliness of reporting
4. Assist HIU Statistical Officers specializing in various local health data analysis and update of information and in reporting of analysis
5. Assist HIU Statistical Officers in organizing meetings and training logistics and other related activities
6. Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.
7. Actively contribute to the corporate requirements of the Ministry.

### Key Performance Indicators

1. Data quality of entry (completeness, timeliness and accuracy)
2. Number of forms entered
3. Provision reports on performance on data entry
4. Provision of briefs to the SO Mortality on current issues/problems and completion of tasks
5. Participate in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to pass in Form Seven (or equivalent), a certificate in public health, statistics, or IT. Knowledge, Experience, Skills and Abilities that are required to successfully undertake the role of Project Officer – Health Information Technician are outlined below:

### **Knowledge and Experience**

1. Able to manage data entry on information systems
2. Able to understand new information technology system
3. Maintain confidentiality of Health Information.
4. Experience in the use of PATISplus system
5. Knowledge of medical terminology, legal aspects of health information, health data standards, and computer- or paper-based data management
6. Knowledge of relevant legislation and authorities governing Health and Health Information Systems.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
8. At least 1 year experience in a similar field

### **Skills and Abilities**

1. Excellent command of the English language with writing and communication skills.
2. Computer literate with ability to do data entry and commitment to quality data assurance
3. Proficient in MS Excel application, MS Word, MS Access software.
4. Ability to work under limited supervision
5. Demonstrated ability to work cooperatively and effectively within a team environment
6. Ability to follow instructions and meet set deadlines
7. Demonstrated ability to maintain confidentiality
8. Demonstrated ability to work in a resource constrained environment.
9. Demonstrated ability to work with datasets and provision reports
10. Demonstrate ability to communicate with Medical Professionals in order to ascertain information and reporting needs
11. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
12. Effective training development, delivery and evaluation skills.

### **Personal Character and Eligibility**

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# MOHMS 113/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Child Health Program Officer (Project)
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Health Headquarters, Dinem House
<b>Unit/Division:</b>	Family Health Unit
<b>Reports to:</b>	National Advisor Family Health
<b>Liases with:</b>	Hospital and Public Health Managers, Program Managers & Programme Officers within the Family Health Unit
<b>Subordinates:</b>	Nil

### The Position

The position of the Programme Officer Child health is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all Child Health Services programme and its related activities within the Ministry of Health and Medical Services in Fiji. The position works under the National Advisor Family Health

### Key Responsibilities

The position will achieve its purpose through the following:

1. Coordinate and facilitate the implementation of all child health activities guided by all child health services related plans, policies and regulations.
2. Providing logistical and administrative support to the National Advisor Family Health.
3. Provides Secretariat support to the National Paediatric Clinical Service Network Committee.
4. Provide support to the review of child health services related policies, legislation, curriculum and training materials, and child health cards.
5. Coordinate and provide oversight on the implementation of Child Health activities within the division and the sub divisions.
6. Work in collaboration with donor partners to facilitate donor support activities.
7. Assists in the coordination and facilitation of procurement, distribution and monitoring of all consumables relevant to the discharge of child health services program in Fiji.
8. Assists in the formulation of the Implementation Plan for the National Strategic Plan on Child Health.
9. Works in collaboration with other MOHMS partners in the packaged delivery of the School health programme and also facilitates the implementation and monitoring of the same.
10. Assists in the development of the Child Health Strategic Plan including recommendation for timely reviews and delivery of quality Child Health Services
11. Actively participate in the corporate activities of the Ministry.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Maintain relevant data related to the Child Health programme activities providing timely and quality report, collation and analysis of the collected data.
2. Developing a Monitoring & Evaluation Plan of the planned activities under the Business Plan with a budget outline to reflect internal & external resources.
3. Coordinates and facilitate monitoring and evaluation of Child Health activities including education, community based activities and National Events within the Ministry of Health & Medical Services.
4. Assists in the coordination of monitoring and evaluating Child Health programs implemented by stakeholders.
5. Coordinate capacity building visits, events and small group learning processes under the Ministry of Health Child Health program as agreed on by the Paediatric CSN Committee and relevant Public health managers.
6. Ensure appropriate utilization of the Child health budget under the Family Health Unit and, other donor funds as guided by the Finance regulations.
7. Ensure regular reporting & Acquittals of Ministry of Health and Donor funds in a timely and efficient manner at the end of each quarter and annually.
8. Active participation in the corporate activities of the Ministry as and when required.

## **Person Specification**

In addition to a diploma or a degree graduate in Medicine, Nursing, Public Health, Health Promotion, Child Health or equivalent, the person must have the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

### **Knowledge and Experience**

1. Knowledge and understanding of the healthcare service delivery system and structure in Fiji.
2. Experience in working in Public health, Community medicine, Child health services, Paediatric health services or Maternal and Child health services in a government or private institution;
3. Knowledge and understanding of the Expanded programme on immunization in Fiji.
4. Knowledge of public health approaches and methods including surveillance and monitoring and evaluation of activities;
5. Understanding of the Child Health Strategic Plan, applicable policies in Fiji including the EPI Policy, the Cold Chain Policy, School Health Policy, IMCI Policy, PPTCT Policy and the Child Welfare Decree.
6. Knowledge of administration and management skills with some experience in managing programs at national level.
7. Knowledge of writing proposals and budgets.
8. Knowledge and understanding of data management and report compilation.
9. Knowledge and experience in working with national and international stakeholders

### **Skills and Abilities**

1. Demonstrate ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet tight deadlines.
3. Demonstrate ability to vet proposals submitted for funding
4. Demonstrated ability to work cooperatively and effectively within a challenging and vigorous working environment.

5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Ability to effectively use computer programs to support the effective operations of the program.
7. Ability to develop national plans strategically and in a timely manner
8. Ability to supervise child health programme at divisional & subdivisional level effectively
9. Ability to monitor and evaluate program activities and plans
10. Ability to conduct training relevant to the program.
11. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole

### **Personal Character & Eligibility**

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