

NEW ADVERTISEMENTS – ALLOWING EXTERNAL APPLICANTS – FIJI SUN 07 MAY 2022

MOHMS 154/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Consultant
Salary Band:	Band M
Base Salary & Allowance:	MOCA A: Base: 103,445.90 + On Call Allowance: 5,172.30 + Environmental Allowance 15,516.88 = F\$124,135.08
Duration:	5 years
Location:	Lautoka and Labasa Hospital
Unit/Division:	Pathology Department
Report to :	Medical Superintendent
Subordinates:	Chief Medical Officer, Principal Medical Officer, Senior Medical Officer, Medical Officer and all staff within the Department

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. Working with relevant staff and service providers, in accordance with legislative requirements:

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. **The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.** 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 155/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Consultant Psychiatry/National Advisor Mental Health
Salary Band:	Band M
Base Salary & Allowance:	MOCA B: Base Salary: 103,445.90 + On Call Allowance: 15,516.89 + Environmental Allowance 15,516.89 = F\$134,479.67
Duration:	5 years
Location:	St. Giles Hospital/Namosi House
Unit/Division:	Psychiatry Department
Report to :	Medical Superintendent St. Giles Hospital, Permanent Secretary
Subordinates:	Chief Medical Officer, Principal Medical Officer, Senior Medical Officer, Medical Officer

Overview of the Hospital

St Giles Hospital is the national referral hospital for specialized mental health services responsible for overseeing promotion, prevention, curative and rehabilitation activities for mental health. It is also a National Training Centre.

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 Civil Service and the Ministry of Health and Medical Services.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

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 Psychiatry or equivalent qualification AND a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in Psychiatry 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. **The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.** 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 156/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Chief Medical Officer Psychiatry
Salary Band:	Band L
Base Salary & Allowance:	MOCA B: Base: 100,006.07 + On Call Allowance: 15,000.91 + Environmental Allowance 15,000.91 = F\$130,007.89
Duration:	5 years
Location:	St. Giles Hospital/Namosi House
Unit/Division:	Psychiatry Department
Report to :	Medical Superintendent St. Giles Hospital, Consultant
Subordinates:	Principal Medical Officer, Senior Medical Officer, Medical Officer

Overview of the Hospital

St Giles Hospital is the national referral hospital for specialized mental health services responsible for overseeing promotion, prevention, curative and rehabilitation activities for mental health. It is also a National Training Centre.

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 Civil Service and the Ministry of Health and Medical Services.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

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 with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. **The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.** 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 157/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Chief Medical Officer
Salary Band:	Band L
Base Salary & Allowance:	MOCA C: Base: 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28
Duration:	5 years
Location:	Labasa Hospital
Unit/Division:	Pathology Department
Report to :	HOD/Consultant or Consultant or Medical Superintendent
Subordinates:	Principal Medical Officer, Senior Medical Officer, Medical Officer 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 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. Working with relevant staff and service providers, in accordance with legislative requirements:

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 with broad clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical and Public Health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyze and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialized field of Medicine, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical and Public Health expertise at the level of Specialist and should have significant depth of experience in the relevant Specialized field of Medicine.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. **The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.** 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.