

NEW ADVERTISEMENTS – FIJI SUN 13 AUGUST 2022

MOHMS 236/2022



Ministry of Health & Medical Services Role Description

Corporate Information

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| Role: | Non-Communicable Disease (NCD) Project Officer |
| Salary Band: | Band F |
| Salary Range: | \$22,528.74 - \$28,883.00 per annum |
| Duration: | 3 years |
| Location: | Central Health Services |
| Unit/Division: | Non- Communicable Disease Unit |
| Reports to: | Divisional Medical Officer |
| Subordinates: | Nil |

The Position

The position is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all Non-Communicable Disease Prevention Programs and its related activities at the Divisional and Sub-Divisional Level.

Key Responsibilities

1. To provide secretariat support and contributes to Divisional Non-Communicable Disease (NCD) Committee, PEN (Package of Essential Non-Communicable Disease) Core Working Group (CWG) and other small working groups related to NCD/ Wellness.
2. To coordinate and conduct Health Education on Lifestyle Risk Factors, Advocate on NCD Prevention and Awareness and promote wellness programmes at various settings namely workplaces, schools, villages, settlements, faith-based organizations, municipalities and sporting venues.
3. Provide Technical support to assist subdivisions to conduct mini-STEPS screening of their adult populations: 25% of adults >30 years age.
4. Provide technical, administrative and funding support through receiving proposals to assist Subdivision in conducting community-based activities addressing Wellness Promotion and Lifestyle Behavioral Risk Factors (diet, tobacco, physical activity, obesity) targeting population subgroups in settings (church, workplace, schools, villages, settlements, sports, municipalities).
5. Coordinate Continual Assessments of Multidisciplinary functions of SOPD Clinic/Foot Care Clinic and the full implementation of PEN Model Concept in all Sub-Division Health Facilities.
6. Assist in conducting small scale research/analysis, audits, surveys under the oversight of Divisional Medical Officer and National Advisor NCD.
7. Coordinate, Organize and Facilitate In -Service Staff Training Program to all cadres (Medical Officers, Nurses, Dietitians, etc.) related to NCD Toolkit, Motivational Interview, Diabetes Retinopathy, Diabetes Management Guidelines, Cardiovascular Guidelines, Foot Care & Foot Assessment, PEN Model, Wellness Promotion, 7D Wellness Projects and other NCD related topics.

Key Performance Indicators

1. NCD/ Wellness Screening and SNAP Counselling conducted through setting based for 30yrs and above for early detection, risk assessment, behaviour change counselling, clinical management, and rehabilitation for targeted NCDs are reported and updated quarterly.
2. Bi – Annual Assessment of Multidisciplinary functions of SOPD Clinic/Foot Care Clinic and the full implementation of PEN Model Concept in all Sub-Division Health Facilities against CVD / DM Guidelines conducted and reports disseminated.

3. Ongoing In- Service Training for Staff to ensure effective treatment and continuum of care are implemented within the agreed timeframes.
4. Effective and Efficient NCD/ Wellness Intervention Activities and Programs delivered in the Division within available funding allocations and resources.
5. Project Proposals on Trainings and Intervention Activities for staff and community awareness are received, processed, implemented, monitored and reviewed in a timely manner.
6. Timely Submission and Dissemination of reports to Director Wellness/National Advisor NCD via Divisional Medical Officer.
7. Active participation in the corporate activities of the Ministry as and when required

Person Specification

In addition to a Bachelor in Public Health (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 5 to 10 years related work experience in managing public health
2. Experience in fostering collaboration, networking and working in partnership with any government department, non- governmental or private sector
3. Experience in writing project proposals, costed budget, technical reports and financial acquittals.
4. Knowledge of basic procurement and public finance regulations

Skills and Abilities

1. Demonstrated ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet tight deadlines.
3. Demonstrated ability to work co-operatively and effectively; and analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Ability to effectively use computer programs to support the effective operations of the program.
5. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole.
6. Ability to monitor and evaluate program activities and plans
7. Effective training development, delivery and evaluation skills

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.

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Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|-----------------------|------------------------------------|
| Role: | Orthotist |
| Salary Band: | Band E |
| Salary Range: | \$19,041.75 -\$24,412.50 per annum |
| Duration: | 5 years |
| Location: | Tamavua Twomey Hospital |
| Unit/Division: | Prosthetic and Orthotic Department |
| Reports to: | Consultant Rehabilitation |
| Subordinates: | Assistant Splintmaker |

The Position

The position is responsible for designing, measuring, fabricating, fitting and clinical repairs in order to provide Prosthesis and Orthotic services nationally, and in a timely manner.

Key Responsibilities

1. Timely supervision of staff in clinic, measurement, fabrication, fitting of prosthesis orthosis and orthopedic appliances.
2. Fit, test and evaluate devices on patients and make adjustments for proper fitting function and comfort.
3. Patients' consultation and records are kept confidential.
4. All equipment is quality safe, fabricated and manufactured, ready for patients use.
5. Maintaining of all equipment/tool and machines.
6. Reporting of faulty or damaged materials to Supervisor
7. Update monthly stock take of local and overseas materials
8. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely management of the prosthetics and orthotic activities and resources for proper technique on measurement fabrication and fitting of prosthesis and orthotics and orthopedic appliances.
2. Timely supervision of prosthetic and orthotic personal on proper technique on measurement fabrication and fitting of prosthesis and orthosis and orthopedic appliances.
3. Monthly report and stock take updates are prepared and submitted within the agreed timeframe.
4. Actively contribute in all corporate activities of the Ministry.

Person Specification

In addition to a Trade Certificate on Prosthetic and Orthotics or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least five 5 years' experience in prosthetics and orthotic or similar environment.
2. Sound knowledge and experience in operating and maintaining power machines
3. An understanding of occupational health and safety at workplace
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Ability to perform physical work with hand tools and provide design with accurate measurements.
2. Demonstrated ability to effectively work within a team
3. Demonstrated ability to manage demanding workload and meet tight deadlines to achieve results
4. Ability to pay attention to detail.
5. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character and Eligibility

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MOHMS 238/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|-----------------------|---|
| Role: | Director of Nursing |
| Salary Band: | Band K |
| Salary Range: | \$59,945.18 - \$76,852.80 per annum |
| Duration: | 5 years |
| Location: | Colonial War Memorial (CWM) Hospital |
| Unit/Division: | Nursing/CWM Hospital |
| Reports to: | Medical Superintendent CWM Hospital |
| Subordinates: | Deputy Director (Maternity, Paediatrics, West Wing, East Wing), Nurse Unit Managers-, Team Leaders, Registered Nurses |

The Position

To provide overall operational leadership and direction for nursing services to nursing staff of the CWM hospital in accordance with the hospital business plan and regulatory requirements of the Ministry of Health & Medical Services.

Key Responsibilities

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

1. Leads the process to develop, support, implement and evaluate the CWM nursing business plan, to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the division and the Ministry of Health.
2. Develops, maintains and implements nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Workforce management to meet professional expectations of performance including overseeing all aspects of disciplinary process and performance management of senior nursing staff to ensure delivery of quality nursing services/outcomes.
4. Oversee efficient staffing levels to deliver nursing services required to meet patient demand and expected standards by preparing and reviewing the nursing services component in the overall hospitals budget development including the submission for nursing overtime.
5. Oversee and ensure a well-educated nursing workforce through development, implementation, monitoring and review of the annual CWM hospital nursing training plan, contribution to the national Master In Service Training Plan and compliance with the Fiji Nursing Council legislation for mandatory continuing professional development and annual re-license.
6. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with public health and hospital focused policies and guidelines to meet agreed Ministry standards to enable delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.

4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Person Specification

In addition to being registered nurse with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with post graduate qualifications in nursing, health management/leadership or similar. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 6 years nursing workforce management experience relevant to the position and scope of roles and responsibilities in diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Act and Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard reflecting the MOHMS values.
2. Previous experience in strategic planning and leadership particularly in resource constrained environments.
3. Demonstrated experience working effectively to oversee successful inputs and placement with external stakeholders and international visiting medical teams and volunteers.
4. Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies and international donors.
5. Capacity to utilize computer programs to support the operations of complex organization.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

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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Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|-----------------------|---|
| Role: | Sub Divisional Manager Nursing |
| Salary Band: | Band H |
| Salary Range: | \$34,760.31 - \$44,564.50 per annum |
| Duration: | 5 years |
| Location: | Wainibokasi Hospital |
| Unit/Division: | Nursing / Central Division |
| Reports to: | Sub Divisional Medical Officer /Director of Nursing Central |
| Subordinates: | Team Leader, Registered Nurses, Registered Midwives, Ward Assistant, House Keeping Staffs |

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered.

Key Responsibilities

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

1. Provide leadership, management and supervision of the General Ward Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, met.
3. Oversee the full implementation Guidelines and Procedure through the Nursing Advisory Committee.
4. Ensure efficient and effective management of the nursing workforce, and all delegated activities are of the Patient Information system (PATIS) and the compilation and submission of General Ward reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all general ward nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicator:

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.
3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.
4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Person Specification

In addition to being registered nurse with the Fiji Nursing Council with a valid practicing license, the position holder must have a Bachelor in Nursing with Post-graduate certificate in Nursing/ Management/ Public Health/ Midwifery, the following knowledge, experience, skills and abilities are required for the position:

Knowledge and Experience

1. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
2. Knowledge on Effective Infection Control
3. Understanding of the Nurses Decree 2010 is essential
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Makes sound judgement calls ensuring institutional and clients' interests are upheld at all times.
2. Demonstrates strong supervisory attributes
3. Exhibits excellent communication skills
4. Demonstrated ability to effectively work within a team;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character and Eligibility

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MOHMS 240/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|--------------------------------------|---|
| Role: | Chief Medical Officer |
| Salary Band: | Band L |
| Base salary & Allowances: | MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50 |
| Duration: | 5 years |
| Location: | Orthopaedics Unit |
| Division: | CWM Hospital |
| Reports to: | HOD/Consultant or Consultant or Medical Superintendent |
| Subordinates: | Principal Medical Officers within the Unit |

Overview of the Unit

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high-quality services in the relevant specialized field of Medicine, under the responsibility either the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Responsibilities

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

1. Provide assistance or leadership and management to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provide assistance to promote the interest and development of the Unit using the plans agreed to by the MS and HOD for clinical specialty.
2. Undertake clinical responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas of Unit plans to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate

Person Specification

In addition to the following knowledge, experience, skills and abilities, the applicant must have:

A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council; **OR** If not registered as a Specialist, the Applicant must have a Masters degree in the field of specialty or equivalent qualification and be confirmed as qualifying to be recognized as a Specialist by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant specialized field of Medicine and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialized training and clinical experience in the relevant specialized field of Medicine.
5. Experience working in a level two hospital, managing a clinical Unit with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

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

Selection Criteria

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

Personal Character 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 241/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|--------------------------------------|---|
| Role: | Chief Medical Officer |
| Salary Band: | Band L |
| Base salary & Allowances: | MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50 |
| Duration: | 5 years |
| Location: | Anaesthesia Department |
| Division: | Labasa Hospital |
| Reports to: | HOD/Consultant or Consultant or Medical Superintendent |
| Subordinates: | 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

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|--------------------------------------|---|
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| Salary Band: | Band L |
| Base Salary & Allowances: | MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50 |
| Duration: | 5 years |
| Location: | Emergency Department |
| Division: | Labasa Hospital |
| Reports to: | HOD/Consultant or Consultant or Medical Superintendent |
| Subordinates: | 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

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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.
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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.

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Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|--------------------------------------|--|
| Role: | Principal Medical Officer |
| Salary Band: | Band J |
| Base Salary & Allowances: | MOCA B: Base: 83,254.98 + On Call Allowance: 12,488.25 + Environmental Allowance 12,488.25 = F\$108,231.47 |
| Duration: | 5 years |
| Location: | Korovou Hospital |
| Division: | Central Health Services |
| Reports to: | Divisional Medical Officer – Central Health Services |
| Subordinates: | 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 Specialists.
6. 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.

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Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|--------------------------------------|--|
| Role: | Senior Medical Officer |
| Salary Band: | Band I |
| Base Salary & Allowances: | MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74 |
| Duration: | 5 years |
| Location: | CWM Hospital |
| Division: | Surgical Unit |
| Reports to: | HOD, Consultant, Chief Medical Officers, Principal Medical Officers |
| Subordinates: | Medical Officers |

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 and some Pacific Island Countries. In addition, the Hospital provides the main clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training) in Fiji and the Pacific Region.

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 245/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|--------------------------------------|--|
| Role: | Senior Medical Officer |
| Salary Band: | Band I |
| Base Salary & Allowances: | MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74 |
| Duration: | 5 years |
| Location: | Labasa Hospital |
| Division: | Emergency Unit |
| Reports to: | HOD, Consultant, Chief Medical Officers, Principal Medical Officers |
| Subordinates: | Medical Officers |

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 and some Pacific Island Countries. In addition, the Hospital provides the main clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training) in Fiji and the Pacific Region.

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 246/2022



Ministry of Health & Medical Services Role Description

Corporate Information

| | |
|--------------------------------------|---|
| Role: | Senior Medical Officer |
| Salary Band: | Band I |
| Base Salary & Allowances: | MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33 |
| Duration: | 5 years |
| Location: | Rotuma Hospital |
| Division: | Eastern Health Services |
| Reports to: | DMO Eastern Health Services |
| Subordinates: | Medical Officers |

Overview of the Unit

The Hospital provides a comprehensive range of public health and primary care services to a population defined in the geographic Medical Area. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

The Position

The position supports and assists the Sub-divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the subdivision, under the responsibility of the Deputy Secretary for Public Health.

Key Responsibilities

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

1. Implement activities of the Sub –Division by working effectively with the SDMO and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of Sub Divisional activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health programs and activities at operational levels within the Subdivision.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance and directive of the SDMO and DMO.

6. Undertake education, teaching and research activities to train coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Implement activities of the Unit/SD according to the plans and working effectively with the Team adhering towards a positive collegiate relationship.
2. Undertake clinical/PH responsibilities in the hospital and on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate activities of responsible areas to provide effective and efficient services and ensure corrective measures are undertaken to improve clinical governance.
4. Undertake education, teaching and research activities for personal continuous professional development and be a health advocate.

Person Specification

In addition to a Postgraduate Diploma qualification or equivalent in the field of specialty, the following knowledge experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent in teaching and training staff.
5. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical and Public Health Skills including Procedural skills including research.
2. Good communication skills.
3. Good organizational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and assist in solving complex medical problems using evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from SDMO and Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train, mentor and support research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character 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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