

NEW ADVERTISEMENTS – FIJI SUN 26 NOVEMBER 2022

MOHMS 316/2022



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Consultant/Divisional Medical Officer
Salary Band:	Band N
Base Salary & Allowance:	MOCA C: Base Salary: 106,857.63 + On Call Allowance: 16,028.64 + Environmental Allowance 16,028.64 = F\$138,914.92
Duration:	5 years
Location:	Eastern Health Services
Reports to:	Chief Medical Advisor Permanent Secretary
Subordinates:	CMOs/SDMOs, National Advisors, All staff within the Eastern Health Services

Overview of the Divisional Health Services

The Divisional Health Services provides a comprehensive range of public health and primary care services to a population defined in a geographical Division of Fiji. 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 Chief Medical Advisor in the provision of primary health care and public health services in the Geographical Division by managing and administering these 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 through the Sub-divisional Medical Officers.

Key Responsibilities

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

1. Provide leadership to promote the interest and development of the Geographical Division 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 Geographical Division, 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 Divisional plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for ensuring the implementation of public health programs and activities at the various operational levels in the Geographical Division.
5. Identifying and minimizing risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, providing reports, medico-legal assessments and expert opinion for the Divisional Office.
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 Hospital/Divisional plans agreed to with the Permanent Secretary.
2. Undertake clinical/PH responsibilities in the hospital/Division or on outreach to obtain best possible outcome and maintain client focus.
3. Monitor and evaluate all activities of the hospital 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 relevant postgraduate qualifications, is a Registered Specialist from respective Institution (Association and/or College) which is recognized by the Fiji Medical Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

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 with broad clinical experience in Public Health and General Medicine.
5. Experience working and managing a secondary health care hospital, managing a Geographical Division with limited resources and is 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. 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 and public health opinion on a range of problems in the Geographical Division, 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. Public Health and Clinical expertise at the level of Consultant and should have significant depth of experience in Public Health.
2. Experienced manager who can supervise a Geographical Division 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.



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Medical Officer
Salary Band:	Band I
Base salary & Allowances:	MOCA C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = F\$71,272.92
Duration:	5 years
Location:	FCCDC Mataika House
Division:	Health Protection, Fiji CDC
Reports to:	Head of Health Protection and PMO
Subordinates:	Medical Officer and other cadres at Fiji CDC

Overview of the Unit

The Division of Health Protection encompasses the departments of Environmental Health, Health Emergencies and Climate Change, and the Fiji Centre for Disease Control. The Division is responsible for the coordination and implementation of environmental health, health emergencies and climate change and communicable disease programs nationally.

The Position

The position supports the Head of Health Protection in the operations of the Division of Health Protection, including the administration and delivery of health protection programs.

Key Responsibilities

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

1. Supports and supervises the implementation of health protection programs
2. Assists in the management of operations of the Fiji Centre for Disease Control
3. Provides assistance to divisions and subdivisions in communicable disease investigation and outbreak activities
4. Support professional development across the MoHMS.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

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. Experience in communicable disease epidemiology, surveillance and response
2. Knowledge of communicable disease epidemiology and experience in the implementation of communicable disease programs
3. Experience in the management of multi-disciplinary teams
4. Some understanding of relevant health legislation, policies and good governance principles
5. Some experience in managing the daily operations of a health facility
6. Experience in conducting training in communicable disease outbreak response

Skills and Abilities

1. Good skills in public health: specifically epidemiology, surveillance and response
2. Good communication and interpersonal skills.
3. Good organisational skills.
4. Critical thinker with the ability to recognize and assist in solving complex problems using evidence- based approach with guidance from the Head of Health Protection
5. Ability to manage multidisciplinary teams to implement health protection programs
6. Demonstrated ability in assisting in professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate competence and sound experience in communicable disease epidemiology, surveillance and response. [SEP]
2. Effective manager who can assist in the supervision of a unit, and manage programs
3. Highly effective oral and written communicator. [SEP]
4. Demonstrated ability to collaborate with stakeholders and health advocates. [SEP]
5. Ability in training and supporting research. [SEP]
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

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