

DOCTORS NEW ADVERTISEMENT

VACANCY 186/2025

MINISTRY OF HEALTH & MEDICAL SERVICES  
ROLE DESCRIPTION

Particulars of the position

<b>Role:</b>	Deputy Secretary Public Health
<b>Salary Band:</b>	Band O
<b>Base Salary &amp; Allowances:</b>	MOCA C: Base 119,350.62 + On Call Allowance: 5,967.53 + Environmental Allowance 17,902.59 = F\$143,220.74
<b>Location:</b>	Health Headquarters, Dinem House
<b>Division:</b>	Headquarters
<b>Reports to:</b>	Permanent Secretary
<b>Liaises with</b>	Minister, Permanent Secretaries and CEO's WHO, UN, Commonwealth Secretariat, international organizations and forums, national and international universities, heads of hospitals and divisions, development partners, donors, visiting medical teams and private sector.
<b>Subordinates:</b>	4 direct reports at Band M

Position Purpose

The Deputy Secretary Public Health (DSPH) is the senior advisor to the Permanent Secretary on all preventative, curative and clinical health matters, including on global best practice, legislation, policy, programs, services and capacity requirements, including in all clinical matters relating to public health policy and services. The DSPH is also one of the chief advisor and support to the Minister for Health and Medical Services on international health policy forums and groupings, including WHO, UN, regional/member forums and international visits.

Key Duties

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the MOHMS

1. Coordinate and provide high level advice on preventative, curative and clinical health governance, policy and service matters in relation to Public Health.
2. Provide advice and support to the Minister in relation to regional and international forums and visits, and represent them internationally as required for Public Health matters.
3. Oversee the functions of research, data analysis and innovation, wellness, health protection, family health, oral health, planning and policy development.
4. Oversee all health legislative reviews in relation to Public Health.
5. Oversee reviews of clinical training and internships, including developing assessment frameworks in relation to Public Health.
6. Deputize for the Permanent Secretary (Chair) on the Ministry of Health Advisory Group.

**Budget and Delegation**

Expenditure budget is approximately 9.3 million.

Delegation \$30,000

Revenue is approximately \$5 million (Health Protection – Health Inspection and Tobacco Control)

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Effective oversight of functions and budgets, including identifying and implementing efficiencies.
2. Timely provision of high level advice on preventative, curative and clinical health governance, policy and service matters in relation to Public Health.
3. Timely completion of reviews of clinical and health legislation in relation to Public Health as per agreed timelines.
4. Timely completion of internship program review and development of assessment framework.
5. Satisfactory level of support to the Minister for Health and Medical Services on international health policy forums and groupings in relation to Public Health, including WHO, UN, regional/member ministerial forums and on international visits, as assessed by the Minister.

**Person Specification**

In addition to the following knowledge, experience, skills and abilities, the applicant must be a highly experienced and knowledgeable registered Specialist by the Fiji Medical Council with a Masters Degree in Public Health or in a field of Medical specialty.

**Knowledge and Experience**

1. Extensive experience in managing and leading health institutions and health division;
2. Extensive experience in health services governance and policy development;
3. Extensive experience in clinical governance and policy development;
4. Extensive experience in health legislation and addressing medico-legal issues;
5. Extensive experience in dealing with external stakeholders and health partners;
6. Extensive experience in dealing with senior health staff on HR issues;
7. Extensive experience in dealing with internship [programs in health – medical, nursing, allied health];
8. International advocacy experience

**Skills and Abilities**

1. People focused workforce management skills;
2. High level leadership skills in a large organisation;
3. Ability to lead collaborations that deliver strategic outcomes;
4. Very high level communication skills – written and verbal.
5. Ability to present and engage in high level international forums in health.

**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 Citizen, under the age 60, 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 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.

## VACANCY 187/2025

### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	Deputy Secretary Hospital Services
<b>Salary Band:</b>	Band O
<b>Base salary &amp; Allowances:</b>	MOCA C: Base 119,350.62 + On Call Allowance: 5,967.53 + Environmental Allowance 17,902.59 = F\$143,220.74
<b>Location:</b>	Health Headquarters, Dinem House
<b>Division:</b>	Headquarters
<b>Reports to:</b>	Permanent Secretary
<b>Liaises with</b>	Minister, Permanent Secretaries and CEO's WHO, UN, Commonwealth Secretariat, international organizations and forums, national and international universities, heads of hospitals and divisions, development partners, donors, visiting medical teams and private sector.
<b>Subordinates:</b>	4 direct reports at Band M

#### Position Purpose

The Deputy Secretary Hospital Services (DSHS) is the senior advisor to the Permanent Secretary on all preventative, curative and clinical health matters, including on global best practice, legislation, policy, programs, services and capacity requirements, including in all clinical matters relating to Hospital Service policy and services. The DSHS is also one of the chief advisor and support to the Minister for Health and Medical Services on international health policy forums and groupings, including WHO, UN, regional/member forums and international visits.

#### Key Duties

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the MOHMS

1. Coordinate and provide high level advice on preventative, curative and clinical health governance, policy and service matters in relation to Hospital Services.
2. Provide advice and support to the Minister in relation to regional and international forums and visits, and represent them internationally as required for Hospital Services matters.
3. Oversee the functions of research, data analysis and innovation, wellness, health protection, family health, oral health, nursing and midwifery, surgical support services, planning and policy development.
4. Oversee all health legislative reviews in relation to Public Health.
5. Oversee reviews of clinical training and internships, including developing assessment frameworks in relation to Hospital Services.
6. Deputize for the Permanent Secretary (Chair) on the Ministry of Health Advisory Group.

#### Budget and Delegation

Expenditure budget is approximately 9.3 million.

Delegation \$30,000

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Effective oversight of functions and budgets, including identifying and implementing efficiencies.
2. Timely provision of high level advice on preventative, curative and clinical health governance, policy and service matters in relation to Hospital Services.
3. Timely completion of reviews of clinical and health legislation in relation to Hospital Services as per agreed timelines.
4. Timely completion of internship program review and development of assessment framework.
5. Satisfactory level of support to the Minister for Health and Medical Services on international health policy forums and groupings in relation to Public Health, including WHO, UN, regional/member ministerial forums and on international visits, as assessed by the Minister.

## **Person Specification**

In addition to the following knowledge, experience, skills and abilities, the applicant must be a highly experienced and knowledgeable registered Specialist by the Fiji Medical Council with a Masters Degree in a field of Medical specialty.

## **Knowledge and Experience**

1. Extensive experience in managing and leading health institutions and health division;
2. Extensive experience in health services governance and policy development;
3. Extensive experience in clinical governance and policy development;
4. Extensive experience in health legislation and addressing medico-legal issues;
5. Extensive experience in dealing with external stakeholders and health partners;
6. Extensive experience in dealing with senior health staff on HR issues;
7. Extensive experience in dealing with internship [programs in health – medical, nursing, allied health];
8. International advocacy experience

## **Skills and Abilities**

1. People focused workforce management skills;
2. High level leadership skills in a large organisation;
3. Ability to lead collaborations that deliver strategic outcomes;
4. Very high level communication skills – written and verbal.
5. Ability to present and engage in high level international forums in health.

## **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 Citizen, under the age 60, 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 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.

## VACANCY 188/2025

### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	Consultant
<b>Salary Band:</b>	Band M
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 115,428.33 + On Call Allowance: 28,857.08 + Environmental Allowance 17,314.25 = F\$161,599.66
<b>Duration:</b>	Permanent Appointment until the Retirement Age of 60 years
<b>Location:</b>	Paediatrics Unit
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	Medical Superintendent, HOD
<b>Subordinates:</b>	Chief Medical Officer, PMO, SMO, MO and all staff within the Unit

#### Overview of the Hospital

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

#### The Position

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

#### Key Duties

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

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.

## **The Person**

In addition to the following knowledge, experience, skills and abilities, the applicant must have: A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist by the Fiji Medical Council; **OR** A Masters degree in the field of specialty or equivalent qualification AND a Registered Specialist in another country that would be recognized by the Fiji Medical Council.

## **Knowledge and Experience**

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

## **Skills and Abilities**

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organizational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.

5. Able to analyze and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialized field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Clinical expertise at the level of Consultant in the relevant specialized field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

### **Personal Character and Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 60, 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.



## VACANCY 189/2025

### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	Principal Medical Officer
<b>Salary Band:</b>	Band J
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 92,612.84 + On Call Allowance: 23,153.21 + Environmental Allowance 13,891.93 = <u>F\$129,657.98</u>
<b>Duration:</b>	Permanent Appointment until the Retirement Age of 60 years
<b>Location:</b>	Nephrology Unit
<b>Division:</b>	CWM Hospital
<b>Reports to:</b>	HOD/Consultant, Chief Medical Officer
<b>Subordinates:</b>	Senior Medical Officers & Medical Officers within the Unit

#### Overview of the Unit

The Unit provides a comprehensive range of curative, primary and preventative health services to the residents of the Division or Sub division. The hospital can either be the main tertiary referral Centre for the Division or the main district hospital in the sub division. In addition, the unit 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 Duties

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

1. Provide assistance to facilitate the implementation of 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, monitor and evaluate Unit activities and implement 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 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, 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 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.

## **The Person**

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 of evidence-based standards of safe practices in the relevant specialized field of Medicine and medicine.
2. Understanding 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant specialized field of Medicine with guidance from Specialists.
6. Able to organize professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

## **Selection Criteria**

1. Advance Clinical competence in the relevant specialized field of Medicine and should have extensive experience in the Specialty.
2. Experienced 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. 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 60, 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.

## DOCTORS RE-ADVERTISEMENT

MOHMS 73/2025

### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	Chief Medical Officer
<b>Salary Band:</b>	Band L
<b>Base salary &amp; Allowances:</b>	MOCA A: Base: 113,754.73 + On Call Allowance: 28,438.68 + Environmental Allowance 17,063.21 = <u>F\$159,256.62</u>
<b>Duration:</b>	Permanent Appointment until the Retirement Age of 60 years
<b>Location:</b>	Orthopaedics Unit
<b>Division:</b>	Labasa Hospital
<b>Reports to:</b>	HOD/Consultant or Consultant or Medical Superintendent
<b>Subordinates:</b>	Principal Medical Officers within the Unit

#### Overview of the Unit

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

#### The Position

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

#### Key Duties

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

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

## **The Person**

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. **The normal requirement of being a Fiji Citizen under the age of 60 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