

MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	National Sexual Reproductive Health and Rights (SRHR) Program Officer (Project)
Salary Band:	Band H
Salary Range:	\$38,557.21 - \$49,114.54 per annum
Duration:	Until 31/07/2026
Location:	Health Headquarters, Dinem House
Unit/Division	National SRH, HIV, STI and BBV Unit
Reports to:	Head of HIV/SRH Unit
Subordinates:	Nil

Position Purpose

The position of the National SRHR Program Officer is responsible for the coordination, implementation, monitoring and evaluating the effectiveness of the SRHR programmes and its related activities in Fiji through the HIV/SRH Unit with the HIV/AIDS Board of Fiji.

Key Responsibilities

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

1. Provide secretariat support for the HIV/AIDS Board in line with the applicable laws of Fiji.
2. Assist in consultations with the HIV/AIDS Board and technical support for sectoral strategy planning and priority settings towards the HIV and STI response.
3. Responsible for the formulation of the HIV/AIDS Board Annual Report.
4. Coordinates and facilitates the National Strategic Plan on SRHR in consultation with stakeholders in the country who are directly or indirectly involved in the SRHR response.
5. Coordinate and facilitate the development, implementation and monitoring & evaluation of SRHR related policies, legislation, curriculum or training materials in consultation with appropriate stakeholders as directed by the Head of HIV/SRH and the Chief Medical Advisor (CMA).
6. Coordinate and facilitate SRHR activities, including HIV, STI, adolescent/youth health, reproductive health and SRHR in gender-diverse populations.
7. Initiating and strengthening strategic partnership with key stakeholders.
8. Active participation in the corporate activities of the Ministry as and when required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The SRHR section of the Family Health Unit Business plan developed, implemented and monitored.
2. Ensure the efficient and effective management of the HIV/AIDS Board with a meeting scheduled every quarter and all HIV data is regularly validated and presented to the HIV/AIDS board, after which provided for public use.
3. Report to all national and global indicators on SRH through the various reporting mechanisms and in accordance with reporting standards and submitted within the agreed timeframe.

4. Staff performance is managed in accordance with the Performance Management Framework and active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Bachelor's Degree in Nursing, Public Health or Reproductive Health (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake the role:

Knowledge and Experience

1. Knowledge and understanding of the healthcare service delivery system and structure with experience working in Public health, Clinical services & Community medicine in a government or private institution.
2. Experience working in a sexual and reproductive health department in a government or private sector
3. Knowledge and experience of working with national and international stakeholders
4. Knowledge of administration and management skills, with some experience in managing programs at national level.
5. Knowledge of writing proposals, budgets and understanding of data management and report compilation
6. Knowledge of basic procurement and public finance regulations.
7. Understanding of the Fijian Constitution [2013], HIV/AIDS Act (2011) and other applicable laws of Fiji.

Skills and Abilities

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

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.