

MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

Corporate Information

Role:	Principal Pharmacist
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50 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:	Senior Pharmacist

Position Purpose

The position is accountable for the delivery of high quality, progressive pharmacy services with the HIV/SRH Unit ensuring safe & quality use of medicines and the provision of medicine advice to produce optimum patient outcomes.

Key Responsibilities

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

1. Oversee the efficient planning, preparation and implementation of the pharmacy department action plan
2. Oversee the efficient and effective delivery of pharmacy service within the HIV/SRH Unit as well as the allocation of pharmacy personnel in the Central/Eastern division
3. Provide professional leadership to all staff, intern pharmacists and students and be responsible for their development and support.
4. Ensure that staff are performing and all delegated activities and work plan outcomes are met
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities within the Unit Action plan are achieved and delivered within agreed timeframes, and compliant with medical and pharmacy standards
2. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
3. Training & Continuous Professional Development plan is implemented within the agreed timeframes and the learning outcomes are achieved.
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.

Person Specification

In addition to Bachelor of Pharmacy degree (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 7 years of experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies.

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a high performing team
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computer programs to support daily operations
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

Personal Character & 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 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.