



MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

Particulars of the position

Role:	Medical Officer (project)
Salary Band:	H
Base salary & Allowances:	MOCA C: Base: 52,786.66 + On Call Allowance: 2,639.33 + Environmental Allowance 7,918.00 = <u>F\$63,343.99</u>
Duration:	Until 31 st July, 2026
Location:	Central/Eastern/Western/Northern
Division:	National SRH, HIV, STI and BBV Unit
Reports to:	Head of the Programme, PMO, SMO
Subordinates:	Nil

Overview of the Unit

The Sexual Reproductive Health Unit 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 Head of the Programme and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as HIV programmes, 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 Duties

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

1. Implement activities of the Programme by working effectively with the Head 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 Programme activities to ensure corrective measures are undertaken to provide effective and efficient services.

4. Responsible for the implementation of programmes 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 improve clinical governance.
6. Undertake education, research activities and some teaching 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 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.

The Person

In addition to obtaining an undergraduate medical degree with successfully completed internship and community health service experience, 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 general medicine with interest in the relevant Specialized field of Medicine.
2. Aware of, with some knowledge of, medical and government legislation, policies and medico-legal compliance.
3. Aware of 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. Adequate 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. Able to assist in organizing professional development activities (conferences, meetings and workshops) and shows responsibility in personal development and learning new skills.

Selection Criteria

1. Clinically competent with adequate experience in general medicine, having demonstrated interest in the relevant Specialized field of Medicine
2. Effective Officer who can contribute in the unit to maintain patient safety and quality of care.
3. Effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train 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 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.