



MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

Particulars of the position

Role:	Principal Medical Officer (Project)
Salary Band:	Band J
Base salary & Allowances:	MOCA C: Base: 92,612.84 + On Call Allowance: 4,630.64 + Environmental Allowance 13,891.93 = <u>F\$111,135.41</u>
Duration:	Until 31 st July, 2026
Location:	Suva, Health Head Quarters
Division:	National SRH, HIV, STI and BBV Unit
Reports to:	Head of HIV Programme
Subordinates:	National Sexual Health Programme Officer, National Programme Officer HIV-TB, MERL Officer

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 Programme, Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness in the geographic subdivision, under the responsibility of the Sub-Divisional Medical Officer, Divisional Medical Officer and Chief Medical Advisor.

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 Head of the Programme and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Health facilities 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 the implementation of public health programs 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 improved clinical governance, overseeing the provision of medical reports, medico-legal assessments and expert opinion under the guidance of the Head of HIV Programme.
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 facilitate the implementation of activities of the Programme 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 and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, treatment care and support sexual health, HIV vertical transmission, primary Health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Understand the concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a secondary health care hospital with limited resources and competent 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 and Public Health Skills including Procedural skills including research.
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 clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility with guidance from Specialists.
6. Demonstrated ability in organizing professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Advance Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Experienced officer who can supervise a Subdivision to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Able 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.