

MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Senior Administrative Officer (Policy)
Salary Band:	Band G
Salary Range:	\$32,999.24 - \$41,641.91 per annum
Duration	6 months
Location:	Health Headquarter, Dinem House
Unit/Division:	Planning/Planning and Policy Development Unit (PPDU)
Reports to:	Head of Planning and Policy Development Unit
Subordinates:	None

Position Purpose

The position is responsible for supporting evidence based planning and policy development in the Ministry including the provision of technical support, development, coordination and monitoring & evaluation of health policies and plans. The post holder also conducts policy analysis, research, supports advocacy, awareness on policy development and also responsible for assisting In setting strategic policy direction on key issues affecting the Ministry.

Key Responsibilities

The position advocates for and assists in policy development in the Ministry through the following;

1. Facilitate the review and development of evidence based policies and plans across the health system
2. Conduct adequate research and analysis for planning and policy development
3. Identify key areas for policy development in consultation with Program Managers
4. Facilitate technical working groups meetings for policy development
5. Ensure policy implementation plans are developed and aligned Health Systems building blocks
6. Support policy advocacy and awareness on policy development in MHMS

Key Performance Indicators

Performance will be measured through the following indicators:

1. All planning, policy development and review activities within the operational plans completed and delivered as planned;
2. All policies developed in accordance with guidelines and have an implementation component which is aligned to the Health systems building blocks;
3. Timely support for policy analysis and research are provided as per PPDD Business Plan.
4. Timely consolidation of policy implementation updates for inclusion in the MHMS annual report including programme reviews and trend analysis

Person Specification

In addition to University qualifications in public health, public policy, economics or related field from a recognised institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. In-depth understanding of the policy development process and planning frameworks
2. Understanding of the government machinery, policies and regulations applicable to the health sector
3. Experience in research and policy development including multi-sector engagement
4. Understanding of the Fijian Constitution 2013 and applicable laws of Fiji.

Skills and Abilities

1. Excellent research and analysis skills with some understanding of health related data
2. Excellent presentation, and writing skills including the ability to write policies, policy briefs and related documents
3. Ability to organize and manage multi stakeholder forums with a broad range of stakeholders and develop effective networks with key agencies
4. Excellent interpersonal and communication skills with the ability to support the setting up and functioning of technical working groups
5. Ability to think creatively and assist in working out innovative policy options
6. Ability to provide sound policy advice and provide capacity building on planning and policy development
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

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.