



MINISTRY OF CIVIL SERVICE

POSITION DESCRIPTION

Overview of the Ministry

The Ministry of Civil Service was established in 2016 under the civil service reforms to replace the former Public Service Commission Ministry. The role of the Ministry of Civil Service is to broadly support the devolution of Constitutional responsibilities to Ministries while maintaining some central coordination and consistency across the Civil Service. Its focus is to attain a modern and high performing civil service that is responsive to the priorities of the Fijian Government.

Particulars of the position

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| Role: | Medical Superintendent |
| Level: | MD01 |
| Salary range: | \$117,875.00 – 126,759.38 (MOCA C) |
| Location: | Lautoka |
| Division: | Lautoka Hospital |
| Reports to: | Deputy Secretary Hospital Services |
| Subordinates: | All Staff |

Overview of the Lautoka Hospital

The Lautoka Hospital provides a comprehensive range of curative, primary and preventative health service to the residents of the Western Division and is the main tertiary referral centre for the Division. In addition, the Hospital provides clinical teaching facilities and support for national, regional and international students for undergraduate and postgraduate training of the Fiji National University [FNU] and the University of Fiji [UoF].

The Position

The position is responsible for the overall development and management of all health facilities including the delivery of planned services in the hospital within agreed budgetary parameters compliant with standards of services developed by the Ministry of Health and Medical Services according to values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

Key Duties

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

1. Provide leadership to promote the interest and development of health services provided by the hospital through strategic planning, ensuring cohesion of the overall

functions of the services by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.

2. Lead in reviews, monitor and evaluate activities of Hospital plans to ensure corrective measures are undertaken to provide effective and efficient services.
3. Responsible for provision of expert opinion, medical reports & medico-legal assessments.
4. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
5. 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.
6. Undertake at least 20% of clinical responsibilities 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.

The Person

In addition to relevant postgraduate qualifications, is a Registered Specialist from respective Institution (Association and/or College) which is recognised by the Fiji Medical Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe Clinical practices and Medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialised training with broad clinical experience.
5. Experience working and managing a hospital with limited resources and confident and competent in teaching and training staff.
6. 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. Excellent Clinical Skills and Procedural skills.
2. Is articulate and able to engage at International and National high level meetings/negotiations.
3. Strong Organisational and Administrative Skills.

4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyse and solve complex problems using an evidence-based approach and offer expert opinion on a range of problems taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Clinical expertise at the level of Consultant/Specialist.
2. Experienced manager who can supervise a hospital to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching 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 Civil Service must be in sound health and with a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Civil Service is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.