



MINISTRY OF CIVIL SERVICE

Summary of Position Descriptions

1. Chief Epidemiology
2. National Advisor – Communicable Diseases
3. Chief Medical Officer (CMO) Anaesthesia – CWM Hospital
4. CMO Surgery – CWM Hospital
5. CMO Paediatrics – CWM Hospital
6. CMO Internal Medicine – CWM Hospital
7. CMO Pathology – CWM Hospital
8. CMO Emergency Department – Lautoka Hospital
9. CMO Radiology – Lautoka Hospital
10. CMO Pathology – Labasa Hospsital
11. CMO Psychiatry – St. Giles Hospital



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

Role:	Chief Epidemiologist
Level:	MD02
Salary range:	\$108,821.88 – \$113,671.88 (MOCA C)
Location:	Dinem House [HQ], Suva
Division:	Public Health
Reports to:	Deputy Secretary Public Health
Subordinates:	

Overview of the Suva Sub Division

The Division of Public Health is governed by the Public Health Act overseeing the operational functions of the 4 Divisional Health Services.

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 Deputy Secretary for Public Health in the provision of epidemiological services by determining the distribution and determinants of health-related states or events and its application to control diseases and other health problems of the community.

Key Duties

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

1. Provide assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with stakeholders and adheres towards a positive collegiate relationship.
2. Undertake clinical leadership and responsibilities for all health facilities' accuracy in data surveillance, statistical analysis, clinical epidemiology by identifying risks factors associated with specific diseases, test interventions for prevention of diseases, outbreak response and maintaining appropriate records and confidentiality, in ensuring best practice to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate activities and implement corrective measures to provide effective and efficient services.
4. Responsible for overseeing the implementation of epidemiology services at operational levels within the various divisions of the Ministry of Health and Medical Services.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of reports, assessments and expert opinion.
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.

The Person

In addition to relevant postgraduate qualifications of Masters in Public Health or equivalent and is a Registered Specialist with 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 practices in Public Health including Clinical epidemiology, applied epidemiology, preventative medicine, general medicine and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies, and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Specialised training and clinical experience in Public Health.
5. Experience working and managing a secondary health care hospital, managing a subdivision 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 and public health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical and public health opinion on a range of problems and showing some 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. Public health and Clinical expertise at the level of Specialist and should have significant depth of experience in Public Health.
2. Effective manager who can supervise a subdivision or similar sized unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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.



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Particulars of the position

Role:	Chief Medical Officer, National Advisor CD
Level:	MD02
Salary range:	\$108,821.88 – \$113,671.88 (MOCA C)
Location:	Mataika House
Division:	Public Health Services
Reports to:	Deputy Secretary Public Health
Subordinates:	All cadres at the Fiji Centre for Control of Communicable Diseases

Overview of the Unit

The Fiji Centre for Control of Communicable Diseases is responsible for overseeing the Communicable Disease Program by establishing and maintaining an effective surveillance system, outbreak detection and response for Communicable Diseases; provision of reference laboratory services; consultation services; research and training.

The Position

The position supports and assists the Deputy Secretary Public Health and is responsible for the administration and delivery of high quality public health services and health programs for control of Communicable Diseases.

Key Duties

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

1. Provide leadership and assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with stakeholders and adheres towards a positive collegiate relationship.

2. Undertake clinical leadership and responsibilities for all Communicable Disease Programs including surveillance, outbreak detection and response, epidemiology, laboratory testing and maintaining appropriate records and confidentiality, in ensuring best practice to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate activities and implement corrective measures to provide effective and efficient services.
4. Responsible for overseeing the implementation of Communicable Disease programs at operational levels within the various divisions of the Ministry of Health and Medical Services.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of reports, assessments and expert opinion.
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.

The Person

In addition to relevant postgraduate qualifications of Masters in Public Health or equivalent and is a Registered Specialist with 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 practices in Public Health including epidemiology of Communicable Disease, Communicable Disease programs, preventative medicine, primary health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies, and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Specialised training and clinical experience in Public Health.
5. Experience working and managing a unit 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 and public health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some 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. Public health and Clinical expertise at the level of Specialist and should have significant depth of experience in Public Health and Communicable Disease Control programs.
2. Effective manager who can supervise a large Unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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.

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Particulars of the position

Role:	Chief Medical Officer Anaesthesia
Level:	MD02
Salary range:	\$108,821.88 - \$113,671.88 [MOCA A]
Location:	CWM Hospital
Division:	Hospital
Reports to:	Consultant HOD
Subordinates:	Principal Medical Officer

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Anaesthetics, under the responsibility of the Medical Superintendent, consistent with the 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 assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
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.

The Person

In addition to Masters of Medicine in Anaesthesia or an equivalent postgraduate qualification in the said Specialised field of Medicine, is a Registered Specialist with 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 practices in Anaesthetics and general 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 and clinical experience in the relevant Specialised field of Medicine.
5. Experience in managing a clinical Unit 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 including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant

Specialised field of Medicine, showing some 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 Specialist and should have significant depth of experience in Anaesthetics.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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.

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Particulars of the position

Role:	Chief Medical Officer Surgery
Level:	MD02
Salary range:	\$126,233.38 - \$131,859.38 [MOCA A]
Location:	CWM Hospital
Division:	Hospital
Reports to:	Consultant HOD
Subordinates:	Principal Medical Officer

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in general Surgery, under the responsibility of the Medical Superintendent, consistent with the 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 assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
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.

The Person

In addition to Masters of Medicine in general Surgery or an equivalent postgraduate qualification in the said Specialised field of Medicine, is a Registered Specialist with 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 practices in general Surgery and general 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 and clinical experience in the relevant Specialised field of Medicine.
5. Experience in hospital, managing a clinical Unit 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 including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant

Specialised field of Medicine, showing some 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 Specialist and should have significant depth of experience in general Surgery.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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.

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Particulars of the position

Role:	Chief Medical Officer Paediatrics
Level:	MD02
Salary range:	\$126,233.38 - \$131,859.38 [MOCA A]
Location:	CWM Hospital
Division:	Hospital
Reports to:	Consultant HOD
Subordinates:	Principal Medical Officer

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Paediatrics, under the responsibility of the Medical Superintendent, consistent with the 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 assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
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.

The Person

In addition to Masters of Medicine in Paediatrics or an equivalent postgraduate qualification in the said Specialised field of Medicine, is a Registered Specialist with 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 practices in Paediatrics and general 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 and clinical experience in the relevant Specialised field of Medicine.
5. Experience in managing a clinical Unit 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 including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant

Specialised field of Medicine, showing some 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 Specialist and should have significant depth of experience in Paediatrics.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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.

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Particulars of the position

Role:	Chief Medical Officer Internal Medicine
Level:	MD02
Salary range:	\$126,233.38 - \$131,859.38 [MOCA A]
Location:	CWM Hospital
Division:	Hospital
Reports to:	Consultant HOD
Subordinates:	Principal Medical Officer

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Internal Medicine, under the responsibility of the Medical Superintendent, consistent with the 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 assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
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.

The Person

In addition to Masters of Medicine in Internal Medicine or an equivalent postgraduate qualification in the said Specialised field of Medicine, is a Registered Specialist with 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 practices in Internal Medicine and general 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 and clinical experience in the relevant Specialised field of Medicine.
5. Experience in managing a clinical Unit 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 including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant

Specialised field of Medicine, showing some 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 Specialist and should have significant depth of experience in Internal Medicine.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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.

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Particulars of the position

Role:	Chief Medical Officer Pathology
Level:	MD02
Salary range:	\$108,821.88 - \$113,671.88 [MOCA C]
Location:	CWM Hospital
Division:	Hospital
Reports to:	Consultant HOD
Subordinates:	Principal Medical Officer

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Pathology, under the responsibility of the Medical Superintendent, consistent with the 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 assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
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.

The Person

In addition to Masters of Medicine in Pathology or an equivalent postgraduate qualification in the said Specialised field of Medicine, is a Registered Specialist with 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 practices in Pathology and general 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 and clinical experience in the relevant Specialised field of Medicine.
5. Experience in managing a clinical Unit 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 including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant

Specialised field of Medicine, showing some 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 Specialist and should have significant depth of experience in Pathology.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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.

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MINISTRY OF CIVIL SERVICE

POSITION DESCRIPTION

Overview of the Ministry

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Particulars of the position

Role:	Chief Medical Officer Emergency Department
Level:	MD02
Salary range:	\$126,233.38 - \$131,859.38 [MOCA A]
Location:	Lautoka Hospital
Division:	Hospital
Reports to:	Consultant HOD
Subordinates:	Principal Medical Officer

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Emergency Medicine, under the responsibility of the Medical Superintendent, consistent with the 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 assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
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.

The Person

In addition to Masters of Medicine in Emergency Medicine or an equivalent postgraduate qualification in the said Specialised field of Medicine, is a Registered Specialist with 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 practices in Emergency Medicine and general 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 and clinical experience in the relevant Specialised field of Medicine.
5. Experience in managing a clinical Unit 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 including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant Specialised field of Medicine, showing some 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 Specialist and should have significant depth of experience in Emergency Medicine.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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.

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Particulars of the position

Role:	Chief Medical Officer Radiology
Level:	MD02
Salary range:	\$117,527.63 - \$122,765.63 [MOCA B]
Location:	Lautoka Hospital
Division:	Hospital
Reports to:	Consultant HOD
Subordinates:	Principal Medical Officer

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Radiology, under the responsibility of the Medical Superintendent, consistent with the 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 assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
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.

The Person

In addition to Masters of Medicine in Radiology or an equivalent postgraduate qualification in the said Specialised field of Medicine, is a Registered Specialist with 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 practices in Radiology and general 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 and clinical experience in the relevant Specialised field of Medicine.
5. Experience in managing a clinical Unit 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 including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant

Specialised field of Medicine, showing some 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 Specialist and should have significant depth of experience in Radiology.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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.

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Particulars of the position

Role:	Chief Medical Officer Pathology
Level:	MD02
Salary range:	\$108,821.88 - \$113,671.88 [MOCA C]
Location:	Labasa Hospital
Division:	Hospital
Reports to:	Consultant HOD
Subordinates:	Principal Medical Officer

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Pathology, under the responsibility of the Medical Superintendent, consistent with the 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 assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD 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. Facilitate peer reviews, monitor and evaluate Unit activities and implement corrective measures to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion under the guidance and directive of the HOD.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
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.

The Person

In addition to Masters of Medicine in Pathology or an equivalent postgraduate qualification in the said Specialised field of Medicine, is a Registered Specialist with 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 practices in Pathology and general 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 and clinical experience in the relevant Specialised field of Medicine.
5. Experience in managing a clinical Unit 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 including Procedural skills.
2. Excellent communication skills.
3. Strong organisational 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 analyse and solve complex medical problems using an evidence-based approach and offer clinical opinion on a range of problems in the relevant

Specialised field of Medicine, showing some 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 Specialist and should have significant depth of experience in Pathology.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
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.

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Particulars of the position

Role:	Chief Medical Officer Psychiatry
Level:	MD02
Salary range:	\$108,821.88 - \$113,671.88 [MOCA C]
Location:	St. Giles Hospital
Division:	Hospital
Reports to:	Consultant HOD
Subordinates:	Principal Medical Officer

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Psychiatry under the responsibility of the Medical Superintendent, consistent with the 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 assistance to promote the interest and development of the Unit through strategic planning, ensuring cohesion of the overall functions of the Unit by working effectively with the HOD 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.

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5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
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.

The Person

In addition to Masters of Medicine in Psychiatry or an equivalent postgraduate qualification in the said Specialised field of Medicine, is a Registered Specialist with 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 practices in Psychiatry field of Medicine and general 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 and clinical experience in the relevant Specialised field of Medicine.
5. Experience in managing a clinical Unit 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 including Procedural skills.
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Specialised field of Medicine, showing some 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 Specialist and should have significant depth of experience in Psychiatry.
2. Effective manager who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
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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.

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