



## MINISTRY OF CIVIL SERVICE

### Summary of Position Descriptions

1. Principal Medical Officer (PMO) Obstetrics and Gynaecology (O&G) – CWM Hospital
2. PMO Anaesthesia – CWM Hospital
3. PMO Ophthalmology – CWM Hospital
4. PMO Paediatrics – CWM Hospital
5. PMO Internal Medicine – CWM Hospital
6. PMO Surgery – Lautoka Hospital
7. PMO O&G – Lautoka Hospital
8. PMO Paediatrics – Lautoka Hospital
9. PMO Emergency Department (ED) – Lautoka Hospital
10. PMO Pathology – Lautoka Hospital
11. PMO Orthopaedics – Lautoka Hospital
12. PMO ED – Labasa Hospital
13. PMO Surgery – Labasa Hospital
14. PMO internal Medicine – Labasa Hospital
15. PMO O&G – Labasa Hospital
16. PMO Dermatology – Tamavua Twomey Hospital
17. PMO Diabetes – Diabetic Centre
18. PMO Valelevu Health Centre
19. PMO SDMO Nadroga/ Navosa



## 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

<b>Role:</b>	<b>Principal Medical Officer Obstetrics and Gynaecology (O&amp;G)</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	CWM Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 O&G, 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in O&G and pursuing or completed Masters in Medicine in the said relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in O&G and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in O&G with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in O&G and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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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#### Overview of the Ministry

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#### Particulars of the position

<b>Role:</b>	<b>Principal Medical Officer Anaesthesia</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	CWM Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 Anaesthesia, 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in the Anaesthesia and pursuing or completed Masters in Medicine in the Anaesthesia, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in Anaesthesia and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Anaesthesia and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Ophthalmology</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$89,140.63 - \$96,404.69 [MOCA C]
<b>Location:</b>	CWM Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 Ophthalmology, 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Ophthalmology and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in Ophthalmology and general medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Ophthalmology and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Paediatrics</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	CWM Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Paediatrics and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in Paediatrics and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Paediatrics and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Internal Medicine</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	CWM Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Internal Medicine and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate 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. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Internal Medicine and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Surgery</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	Lautoka Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Surgery and pursuing or completed Masters in Medicine in Surgery, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in Surgery and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in Surgery with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Surgery and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Obstetrics and Gynaecology (O&amp;G)</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	Lautoka Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 O&G, 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 facilitate the implementation of activities 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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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, 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 Diploma in O&G and pursuing or completed Masters in Medicine in the said relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in O&G and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in O&G with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in O&G and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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.



## 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

<b>Role:</b>	<b>Principal Medical Officer Paediatrics</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	Lautoka Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Paediatrics and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in Paediatrics and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Paediatrics and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Emergency Department</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	Lautoka Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Emergency Medicine and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 Skills including Procedural skills.
2. Excellent communication skills.
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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 a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Emergency Medicine and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Pathology</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$89,140.63 - \$96,404.69 [MOCA C]
<b>Location:</b>	Lautoka Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Pathology and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Pathology and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Orthopaedics</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	Lautoka Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 Orthopaedics, 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Orthopaedics and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in Orthopaedics and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Orthopaedics and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Emergency Department</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	Labasa Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Emergency Medicine and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate 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. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Emergency Medicine and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Surgery</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	Labasa Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Surgery and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Surgery and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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

<b>Role:</b>	<b>Principal Medical Officer Internal Medicine</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	Labasa Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Internal Medicine and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate 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. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Internal Medicine and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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.



## 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

<b>Role:</b>	<b>Principal Medical Officer Obstetrics and Gynaecology (O&amp;G)</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$103,403.13 - \$111,829.44 [MOCA A]
<b>Location:</b>	Labasa Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 O&G, 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in O&G and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in O&G and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.

6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in O&G and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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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## MINISTRY OF CIVIL SERVICE

### POSITION DESCRIPTION

#### Overview of the Ministry

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#### Particulars of the position

<b>Role:</b>	<b>Principal Medical Officer Dermatology</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$89,140.63 - \$96,404.69 [MOCA C]
<b>Location:</b>	Tamavua Twomey Hospital
<b>Division:</b>	Hospital
<b>Reports to:</b>	Consultant HOD
<b>Subordinates:</b>	Senior 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 Dermatology, 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 facilitate the implementation of activities 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. 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 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, 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 Diploma in Dermatology and pursuing or completed Masters in Medicine in the relevant Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Adequate knowledge of evidence-based standards of safe practices in Dermatology and medicine.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Understand 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 and can assist 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 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 recognize and assist in solving complex medical problems using evidence-based approach and offer a clinical opinion on a range of problems in the relevant Specialised field of Medicine with guidance from Specialists.
6. Able to organise professional development activities (conferences, meetings and workshops), initiate personal development and learning new skills.

### **Selection Criteria**

1. Advance Clinical competence in Dermatology and should have extensive experience in the Specialty.
2. Experienced officer who can contribute in the 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 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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### POSITION DESCRIPTION

#### Overview of the Ministry

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#### Particulars of the position - Advertised as Vacancy

<b>Role:</b>	<b>Principal Medical Officer Diabetic Centre</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$89,140.63 - \$96,404.69 (MOCA C)
<b>Location:</b>	Diabetic Centre, Suva
<b>Division:</b>	Central Division
<b>Reports to:</b>	Sub-divisional Medical Officer Suva
<b>Subordinates:</b>	Senior Medical Officer

#### Overview of the Sub Division

The Sub Divisional Health Services 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 Sub divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as 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 Deputy Secretary for Public Health.

#### 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 SDMO 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 minimising 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 SDMO and DMO.
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 Postgraduate qualification in Public Health or equivalent, is pursuing or completed a Masters in Public Health, 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, 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 and research.

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 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 organising 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 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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## MINISTRY OF CIVIL SERVICE

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#### Particulars of the position

<b>Role:</b>	<b>Principal Medical Officer Valelevu Health Centre</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$89,140.63 - \$96,404.69 (MOCA C)
<b>Location:</b>	Valelevu Health Centre, Nasinu
<b>Division:</b>	Central Division
<b>Reports to:</b>	Sub-divisional Medical Officer Suva
<b>Subordinates:</b>	Senior Medical Officer

#### Overview of the Sub Division

The Sub Divisional Health Services 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 Sub divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as 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 Deputy Secretary for Public Health.

#### 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 SDMO 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 minimising 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 SDMO and DMO.
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 Postgraduate qualification in Public Health or equivalent, is pursuing or completed a Masters in Public Health, 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, 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 and research.

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 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 organising 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**

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#### Particulars of the position

<b>Role:</b>	<b>Principal Medical Officer SDMO Nadroga/ Navosa</b>
<b>Level:</b>	MD03
<b>Salary range:</b>	\$96,271.88 - \$104,117.06 (MOCA B)
<b>Location:</b>	Sigatoka Hospital
<b>Division:</b>	Western Health Services
<b>Reports to:</b>	Divisional Medical Officer
<b>Subordinates:</b>	All cadres of Health staff in the Sub Division

#### Overview of the Sub Division

The Sub Divisional Health Services 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 Divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as 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 Deputy Secretary for Public Health.

#### Key Duties

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



1. Provide leadership and management in the Subdivision to facilitate the implementation of its planned activities by working effectively with the Divisional Medical Officer Central and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the Subdivisional 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, 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 minimising 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 DMO.
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 Postgraduate qualification in Public Health or equivalent, is pursuing or completed a Masters in Public Health, 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, 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 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 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 organising 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. Ability 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 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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