



MINISTRY OF CIVIL SERVICE

Summary of Senior Medical Officer [SMO] Position Descriptions

1. Senior Medical Officer (SMO) Obstetrics & Gynaecology (O&G) – CWM Hospital
2. SMO Radiology – CWM Hospital
3. SMO Pathology – CWM Hospital
4. SMO Emergency Department – Lautoka Hospital
5. SMO Ophthalmology – Lautoka Hospital 2 posts
6. SMO Paediatrics – Lautoka Hospital
7. SMO Pathology – Lautoka Hospital
8. SMO Radiology – Lautoka Hospital
9. SMO Radiology – Labasa Hospital
10. SMO Stress Management Unit – Labasa Hospital
11. SMO Psychiatry – St Giles Hospital
12. SMO Nuffield Health Centre – Central Health Services (CHS)
13. SMO Raiwaqa Health Centre – CHS
14. SMO Samabula Health Centre – CHS
15. SMO Lami Health Centre – CHS
16. SMO Suva Diabetic Centre – CHS
17. SMO Navua Hospital – CHS
18. SMO Navua Health Centre – CHS
19. SMO Vunidawa Hospital – CHS
20. SMO Wainibokasi Hospital – CHS
21. SMO Naulu Health Centre – CHS
22. SMO Lakeba Hospital – Eastern Health Services (EHS)

23. SMO Levuka Hospital – EHS
24. SMO Kadavu Hospital – EHS
25. SMO Lomaloma Hospital – EHS
26. SMO Nadi Hospital – Western Health Services (WHS) – 2 posts
27. SMO Votualevu Health Centre – WHS
28. SMO Ba Mission Hospital – WHS
29. SMO Sigatoka Hospital – WHS
30. SMO Lautoka Health Centre – WHS
31. SMO STI/HIV Clinic Labasa – Northern Health Services (NHS)
32. SMO Wainikoro Health Centre – NHS
33. SMO Dreketi Health Centre – NHS
34. SMO Rabi Health Centre - NHS
35. SMO Communicable Diseases – Central



MINISTRY OF CIVIL SERVICE

POSITION DESCRIPTION

Overview of the Ministry

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

Particulars of the position

Role:	Senior Medical Officer Obstetrics and Gynaecology (O&G)
Level:	MD04
Salary range:	\$73,634.63 – \$80,467.75 [MOCA A]
Location:	CWM Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	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. Implement 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 and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments 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 improve clinical governance.
6. Undertake education, teaching and research activities to train 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 undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in O&G and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, 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. Good communication skills.
3. Good organisational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach 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. Intermediate Clinical competence in O&G and should have sound experience in the said Specialised field of Medicine.
2. Effective 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. Ability in training and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Civil Service must be in sound health and with a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

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

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



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Particulars of the position

Role:	Senior Medical Officer Radiology
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	CWM Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	Medical Officer

Overview of the Hospital

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

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Radiology, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

Key Duties

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

1. Implement 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 and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments 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 improve clinical governance.
6. Undertake education, teaching and research activities to train 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 Radiology and undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in Radiology and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, 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. Good communication skills.
3. Good organisational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach 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. Intermediate Clinical competence in Radiology and should have sound experience in the said Specialised field of Medicine.
2. Effective 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. Ability in training 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

Role:	Senior Medical Officer Pathology
Level:	MD04
Salary range:	\$63,478.13 – \$69,368.75 [MOCA C]
Location:	CWM Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	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. Implement 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 and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments 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 improve clinical governance.
6. Undertake education, teaching and research activities to train 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 undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in Pathology and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, 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. Good communication skills.
3. Good organisational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach 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. Intermediate Clinical competence in Pathology and should have sound experience in the said Specialised field of Medicine.
2. Effective 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. Ability in training 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

Role:	Senior Medical Officer Emergency Department
Level:	MD04
Salary range:	\$73,634.63 – \$80,467.75 [MOCA A]
Location:	Lautoka Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	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. Implement 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 and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments 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 improve clinical governance.
6. Undertake education, teaching and research activities to train 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 undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, 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. Good communication skills.
3. Good organisational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach 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. Intermediate Clinical competence in Emergency Medicine and should have sound experience in the said Specialised field of Medicine.
2. Effective 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. Ability in training and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Civil Service must be in sound health and with a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

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Particulars of the position

Role:	Senior Medical Officer Ophthalmology
Level:	MD04
Salary range:	\$63,478.13 – \$69,368.75 [MOCA C]
Location:	Lautoka Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	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. Implement 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 and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments 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 improve clinical governance.
6. Undertake education, teaching and research activities to train 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 undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, 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. Good communication skills.
3. Good organisational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach 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. Intermediate Clinical competence in Ophthalmology and should have sound experience in the said Specialised field of Medicine.
2. Effective 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. Ability in training 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

Role:	Senior Medical Officer Paediatrics
Level:	MD04
Salary range:	\$73,634.63 – \$80,467.75 [MOCA A]
Location:	Lautoka Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	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. Implement 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

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3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments 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 improve clinical governance.
6. Undertake education, teaching and research activities to train 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 undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, 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. Good communication skills.
3. Good organisational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach 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. Intermediate Clinical competence in Paediatrics and should have sound experience in the said Specialised field of Medicine.
2. Effective 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. Ability in training 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

Role:	Senior Medical Officer Pathology
Level:	MD04
Salary range:	\$63,478.13 – \$69,368.75 [MOCA C]
Location:	Lautoka Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	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. Implement 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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6. Undertake education, teaching and research activities to train 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 undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

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6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills

Selection Criteria

1. Intermediate Clinical competence in Pathology and should have sound experience in the said Specialised field of Medicine.
2. Effective 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.
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Particulars of the position

Role:	Senior Medical Officer Radiology
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Lautoka Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	Medical Officer

Overview of the Hospital

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

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Radiology, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

Key Duties

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

1. Implement 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 and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments 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 improve clinical governance.
6. Undertake education, teaching and research activities to train 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 Radiology and undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in Radiology and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, 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. Good communication skills.
3. Good organisational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach 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. Intermediate Clinical competence in Radiology and should have sound experience in the said Specialised field of Medicine.
2. Effective 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. Ability in training 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

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Particulars of the position

Role:	Senior Medical Officer Radiology
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Labasa Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	Medical Officer

Overview of the Hospital

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

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Radiology, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

Key Duties

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

1. Implement 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 and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments 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 improve clinical governance.
6. Undertake education, teaching and research activities to train 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 Radiology and undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, 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. Good communication skills.
3. Good organisational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach 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. Intermediate Clinical competence in Radiology and should have sound experience in the said Specialised field of Medicine.
2. Effective 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. Ability in training and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Civil Service must be in sound health and with a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

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Particulars of the position

Role:	Senior Medical Officer Stress Management Unit
Level:	MD04
Salary range:	\$63,478.38 – \$74,918.25 [MOCA B]
Location:	Labasa Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	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 Stress Management, 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. Implement 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 and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments 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 improve clinical governance.
6. Undertake education, teaching and research activities to train 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 Psychiatry and undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in Psychiatry and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, 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. Good communication skills.
3. Good organisational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach 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. Intermediate Clinical competence in Psychiatry and should have sound experience in the said Specialised field of Medicine.
2. Effective 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. Ability in training and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Civil Service must be in sound health and with a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

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

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MINISTRY OF CIVIL SERVICE

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Particulars of the position

Role:	Senior Medical Officer Psychiatry
Level:	MD04
Salary range:	\$63,478.13 – \$69,368.75 [MOCA C]
Location:	St. Giles Hospital
Division:	Hospital
Reports to:	Principal Medical Officer
Subordinates:	Medical Officer

Overview of the Hospital

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

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in Psychiatry, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Civil Service and the Ministry of Health and Medical Services.

Key Duties

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

1. Implement 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 and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & some medico-legal assessments 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 improve clinical governance.
6. Undertake education, teaching and research activities to train 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 Psychiatry and undertaking training for Masters in Medicine in the said Specialised field of Medicine, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and general medicine.
2. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care 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.
5. Experience in resuscitating patients with life-threatening emergencies, 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. Good communication skills.
3. Good organisational skills.
4. Able 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 escalate the care of complex medical problems using evidence-based approach 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. Intermediate Clinical competence in Psychiatry and should have sound experience in the said Specialised field of Medicine.
2. Effective 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. Ability in training and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Civil Service must be in sound health and with a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

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

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Particulars of the position

Role:	Senior Medical Officer Nuffield Health Centre
Level:	MD04
Salary range:	\$63,478.13 – 69,368.75
Location:	Nuffield Health Centre, Tamavua, Suva
Division:	Central Health Services
Reports to:	Sub Divisional Medical Officer Suva
Subordinates:	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 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. Implement activities of the Sub –Division by working effectively with the SDMO 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 and implement the monitoring and evaluation of Sub Divisional activities 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 and directive 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; or 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. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some 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. Good communication skills.
3. Good 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 SDMO and Specialists.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train, mentor and support 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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Overview of the Ministry

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Particulars of the position

Role:	Senior Medical Officer Raiwaqa Health Centre
Level:	MD04
Salary range:	\$63,478.13 – \$69,368.75 [MOCA C]
Location:	Raiwaqa Health Centre, Raiwaqa, Suva
Division:	Central Health Services
Reports to:	Sub Divisional Medical Officer Suva
Subordinates:	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 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. Implement activities of the Sub –Division by working effectively with the SDMO 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 and implement the monitoring and evaluation of Sub Divisional activities 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 and directive 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; or 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. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some 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. Good communication skills.
3. Good 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 SDMO and Specialists.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train, mentor and support research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Civil Service must be in sound health and with a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

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

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Particulars of the position

Role:	Senior Medical Officer Samabula Health Centre
Level:	MD04
Salary range:	\$63,478.13 – \$69,368.75 [MOCA C]
Location:	Samabula Health Centre, Suva
Division:	Central Health Services
Reports to:	Sub Divisional Medical Officer Suva
Subordinates:	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 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. Implement activities of the Sub –Division by working effectively with the SDMO 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 and implement the monitoring and evaluation of Sub Divisional activities 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 and directive 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; or 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. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some 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. Good communication skills.
3. Good 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 SDMO and Specialists.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train, mentor and support research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Civil Service must be in sound health and with a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

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

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Particulars of the position

Role:	Senior Medical Officer Lami Health Centre
Level:	MD04
Salary range:	\$63,478.13 – \$69,368.75 [MOCA C]
Location:	Lami Health Centre, Suva
Division:	Central Health Services
Reports to:	Sub Divisional Medical Officer Suva
Subordinates:	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 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. Implement activities of the Sub –Division by working effectively with the SDMO 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 and implement the monitoring and evaluation of Sub Divisional activities 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 and directive 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; or 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. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some 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. Good communication skills.
3. Good 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 SDMO and Specialists.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train, mentor and support research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

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MINISTRY OF CIVIL SERVICE

POSITION DESCRIPTION

Overview of the Ministry

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Particulars of the position

Role:	Senior Medical Officer Diabetic Centre
Level:	MD04
Salary range:	\$63,478.13 – \$69,368.75 [MOCA C]
Location:	Diabetic Centre, Suva
Division:	Central Health Services
Reports to:	Sub Divisional Medical Officer Suva
Subordinates:	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 subdivision, under the responsibility of the Deputy Secretary for Public Health.

Key Duties

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

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Particulars of the position

Role:	Senior Medical Officer Navua Hospital
Level:	MD04
Salary range:	\$68,566.38 – \$74,918.25 [MOCA B]
Location:	Navua Hospital, Navua
Division:	Central Health Services
Reports to:	Sub Divisional Medical Officer Serua/ Namosi
Subordinates:	Medical Officer

Overview of the Sub Division

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Particulars of the position

Role:	Senior Medical Officer Navua Health Centre
Level:	MD04
Salary range:	\$63,478.13 – \$69,368.75 [MOCA C]
Location:	Navua Health Centre, Navua
Division:	Central Health Services
Reports to:	Sub Divisional Medical Officer Serua/ Namosi
Subordinates:	Medical Officer

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Particulars of the position

Role:	Senior Medical Officer Vunidawa Hospital
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Vunidawa Hospital, Naitasiri
Division:	Central Health Services
Reports to	Sub Divisional Medical Officer Naitasiri
Subordinates:	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.

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Particulars of the position

Role:	Senior Medical Officer Wainibokasi Hospital
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Wainibokasi, Rewa
Division:	Central Health Services
Reports to	Sub Divisional Medical Officer Rewa
Subordinates:	Medical Officer

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Particulars of the position

Role:	Senior Medical Officer Naulu Health Centre
Level:	MD04
Salary range:	\$63,478.13 – \$69,368.75 [MOCA C]
Location:	Naulu Health Centre, Nausori
Division:	Central Health Services
Reports to	Sub Divisional Medical Officer Rewa
Subordinates:	Medical Officer

Overview of the Sub Division

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Particulars of the position

Role:	Senior Medical Officer Lakeba Hospital
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Lakeba Hospital, Lakeba, Lau
Division:	Eastern Health Services
Reports to	Sub Divisional Medical Officer Lakeba
Subordinates:	Medical Officer

Overview of the Sub Division

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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 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. Implement activities of the Sub –Division by working effectively with the SDMO 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 and implement the monitoring and evaluation of Sub Divisional activities 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 and directive 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; or 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

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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. Good communication skills.
3. Good 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 SDMO and Specialists.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train, mentor and support research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

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Particulars of the position

Role:	Senior Medical Officer Levuka Hospital
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Levuka Hospital, Levuka, Lomaiviti
Division:	Eastern Health Services
Reports to	Sub Divisional Medical Officer Lomaiviti
Subordinates:	Medical Officer

Overview of the Sub Division

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Particulars of the position

Role:	Senior Medical Officer Vunisea Hospital
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Vunisea Hospital, Kadavu
Division:	Eastern Health Services
Reports to	Sub Divisional Medical Officer Kadavu
Subordinates:	Medical Officer

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Particulars of the position

Role:	Senior Medical Officer Lomaloma Hospital
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Lomaloma Hospital, Lomaloma, Lau
Division:	Eastern Health Services
Reports to	Sub Divisional Medical Officer Lomaloma
Subordinates:	Medical Officer

Overview of the Sub Division

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Particulars of the position

Role:	Senior Medical Officer Nadi Hospital
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Nadi Hospital, Nadi
Division:	Western Health Services
Reports to	Sub Divisional Medical Officer Nadi
Subordinates:	Medical Officer

Overview of the Sub Division

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Particulars of the position

Role:	Senior Medical Officer Votualevu Health Centre
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Votualevu Health Centre, Nadi
Division:	Western Health Services
Reports to	Sub Divisional Medical Officer Nadi
Subordinates:	Medical Officer

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Particulars of the position

Role:	Senior Medical Officer Ba Mission Hospital
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Ba Mission Hospital, Ba
Division:	Western Health Services
Reports to	Sub Divisional Medical Officer Ba
Subordinates:	Medical Officer

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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 SDMO and Specialists.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train, mentor and support 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

Role:	Senior Medical Officer Sigatoka Hospital
Level:	MD04
Salary range:	\$68,556.38 – \$74,918.25 [MOCA B]
Location:	Sigatoka Hospital, Nadi
Division:	Western Health Services
Reports to	Sub Divisional Medical Officer Ba
Subordinates:	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 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. Implement activities of the Sub –Division by working effectively with the SDMO 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 and implement the monitoring and evaluation of Sub Divisional activities 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 and directive 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; or 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. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some 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. Good communication skills.
3. Good 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.
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Particulars of the position

Role:	Senior Medical Officer Lautoka Health Centre
Level:	MD04
Salary range:	\$63,478.13 - \$69,368.75 [MOCA C]
Location:	Lautoka Health Centre, Lautoka
Division:	Western Health Services
Reports to	Sub Divisional Medical Officer Lautoka/ Yasawa
Subordinates:	Medical Officer

Overview of the Sub Division

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Particulars of the position

Role:	Senior Medical Officer STI/ HIV Clinic Labasa
Level:	MD04
Salary range:	\$63,478.13 - \$69,368.75 [MOCA C]
Location:	STI/HIV Clinic, Labasa
Division:	Northern Health Services
Reports to	Sub Divisional Medical Officer Macuata
Subordinates:	Medical Officer

Overview of the Sub Division

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Particulars of the position

Role:	Senior Medical Officer Wainikoro Health Centre
Level:	MD04
Salary range:	\$68,556.38 - \$74,918.25 [MOCA B]
Location:	Wainikoro Health Centre, Macuata
Division:	Northern Health Services
Reports to	Sub Divisional Medical Officer Macuata
Subordinates:	Medical Officer

Overview of the Sub Division

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Particulars of the position

Role:	Senior Medical Officer Dreketi Health Centre
Level:	MD04
Salary range:	\$68,556.38 - \$74,918.25 [MOCA B]
Location:	Dreketi Health Centre, Macuata
Division:	Northern Health Services
Reports to	Sub Divisional Medical Officer Macuata
Subordinates:	Medical Officer

Overview of the Sub Division

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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 subdivision, under the responsibility of the Deputy Secretary for Public Health.

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Particulars of the position

Role:	Senior Medical Officer Rabi Health Centre
Level:	MD04
Salary range:	\$68,556.38 - \$74,918.25 [MOCA B]
Location:	Rabi Health Centre, Rabi
Division:	Northern Health Services
Reports to	Sub Divisional Medical Officer Rabi
Subordinates:	Medical Officer

Overview of the Sub Division

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Particulars of the position

Role:	Senior Medical Officer
Level:	MD04
Salary range:	\$63,478.13 - \$69,368.75 [MOCA C]
Location:	Fiji Centre for Control of Communicable Disease, Mataika House
Division:	Public Health Services
Reports to:	National Advisor Communicable Disease
Subordinates:	Medical Officer

Overview of the Unit

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

The Position

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

Key Duties

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

1. Implement activities of the Communicable Disease Program by working effectively with the National Advisor Communicable Disease and adheres towards a positive collegiate relationship.

2. Undertake clinical responsibilities in the Unit and on outreach, by being actively involved in health care services, available for consultation and liaison with other units and 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 and implement the monitoring and evaluation of the program activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for the implementation of public health and Communicable Disease programs and activities at operational levels.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, overseeing the provision of reports, assessments and expert opinion under the guidance and directive of the National Advisor Communicable Disease.
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; or is pursuing a Masters in Public Health; the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge and application of evidence-based standards of safe practices in Public Health including epidemiology, Communicable Disease control programs, preventative medicine, primary Health care and rehabilitation.
2. Awareness with some 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 unit 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. Good communication skills.
3. Good 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, showing some independent responsibility with guidance from National Advisor Communicable Disease and Specialists.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

1. Intermediate Public Health and Clinical competence and should have extensive experience in leading a public health team.
2. Effective officer who can supervise a unit to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train, mentor and support 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.