



## MINISTRY OF CIVIL SERVICE

### POSITION DESCRIPTION

#### Overview of the Ministry

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

#### Particulars of the position

<b>Role:</b>	<b>Consultant Divisional Medical Officer North</b>
<b>Level:</b>	MD01
<b>Salary range:</b>	\$117,875.00 - \$126,759.38 (MOCA C)
<b>Location:</b>	Labasa
<b>Division:</b>	Northern Health Services [NHS]
<b>Reports to:</b>	Deputy Secretary Public Health
<b>Subordinates:</b>	All cadres in the NHS

#### Overview of the Northern Health Services

The Northern Health Services Health Services provides a comprehensive range of public health and primary care services to a population defined in the Northern Division of Fiji. Public Health Services comprise of activities aimed at improving health and prolonging life of the population through health promotion, disease prevention, rehabilitation and other health interventions. Primary Care Services are mostly clinical primary care outpatient services with special emphasis on preventative care.

#### The Position

The position supports and assists the Deputy Secretary for Public Health in the provision of primary health care and public health services in the Division by managing and administering these 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 through the Subdivisional Medical Officers.

#### Key Duties

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

1. Provide leadership to promote the interest and development of the Division through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the Division, 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. Lead in peer reviews, monitor and evaluate activities of Divisional plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for ensuring the implementation of public health programs and activities at the various operational levels in the Division.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance, providing reports, medico-legal assessments and expert opinion for the Divisional Office.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

### **The Person**

In addition to relevant postgraduate qualifications of Masters in Public Health or equivalent and is a registered Specialist with the Fiji Medical Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Strong knowledge of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Specialised training with broad clinical experience in Public Health and General Medicine.
5. Experience working and managing a secondary health care hospital, managing a Division with limited resources and is confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

### **Skills and Abilities**

1. Excellent clinical and public health Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high level meetings.
3. Strong Organisational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
5. Able to analyse and solve complex medical problems using an evidence-based approach and offer expert clinical and public health opinion on a range of problems in the Division, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Public Health and Clinical expertise at the level of Consultant and should have significant depth of experience in Public Health.
2. Experienced manager who can supervise a Division to maintain patient safety and quality of care.
3. Articulate presenter at high level meetings.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

### **Personal Character and Eligibility**

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

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

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