



## 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>Chief Medical Officer (CMO)- SDMO</b>
<b>Level:</b>	MD02
<b>Salary range:</b>	\$117,527.63 - \$122,765.63 (MOCA B)
<b>Location:</b>	Suva Sub Divisional Office, Namosi House
<b>Division:</b>	Central Health Services
<b>Reports to:</b>	Divisional Medical Officer Central
<b>Subordinates:</b>	All cadres of Health staff in the Suva Sub Division

#### Overview of the Suva Sub Division

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

#### The Position

The position supports and assists the Divisional Medical Officer and is responsible for the administration and delivery of high quality primary care services and public health services, including health programs such as Family Health, Non Communicable Diseases, Control of Communicable Diseases, Food and Nutrition, Environmental Health, Oral Health, Health Promotion and Wellness under the responsibility of the Deputy Secretary for Public Health.

#### Key Duties

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

1. Provide assistance to promote the interest and development of the Subdivision through strategic planning, ensuring cohesion of the overall functions of the Subdivision by working effectively with the Divisional Medical Officer and adheres towards a positive collegiate relationship.
2. Undertake clinical leadership and responsibilities for all health facilities in the subdivision and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Facilitate peer reviews, monitor and evaluate Subdivisional activities and implement corrective measures 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.
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 and clinical experience in Public Health.
5. Experience working and managing a secondary health care hospital, managing a subdivision with limited resources and confident and competent in teaching and training staff.
6. Experience in resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

### **Skills and Abilities**

1. Excellent clinical and public health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organisational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to analyse and solve complex medical problems using an evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

### **Selection Criteria**

1. Public health and Clinical expertise at the level of Specialist and should have significant depth of experience in Public Health.
2. Effective manager who can supervise a Subdivision to maintain patient safety and quality of care.
3. Highly effective oral and written communicator.
4. Demonstrated ability to collaborate with stakeholders and Health Advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

### **Personal Character and Eligibility**

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

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

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