



MINISTRY OF CIVIL SERVICE

POSITION DESCRIPTION

Overview of the Ministry

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

Particulars of the position

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

Overview of the Unit

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

The Position

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

Key Duties

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

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

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

The Person

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

Knowledge and Experience

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

Skills and Abilities

1. Excellent clinical and public health Skills including Procedural skills.
2. Excellent communication skills.
3. Strong organisational skills.
4. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.

5. Able to analyse and solve complex medical problems using an evidence-based approach and offer clinical and public health opinion on a range of problems in the subdivision, showing some independent responsibility without direct supervision.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

Selection Criteria

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

Personal Character and Eligibility

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

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.