



## MINISTRY OF CIVIL SERVICE

### POSITION DESCRIPTION

#### Overview of the Ministry

The Ministry of Civil Service was established in 2016 under the civil service reforms. 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>Senior Medical Officer – Labasa Diabetes Hub (Northern Health Services)</b>
<b>Level:</b>	MD04
<b>Salary range:</b>	\$63,478.13 – \$69,368.75 (MOCA C)
<b>Location:</b>	Labasa Diabetes Hub
<b>Division:</b>	Northern Health Services
<b>Reports to:</b>	Principal Medical Officer
<b>Subordinates:</b>	Medical Officer

#### Overview of the Labasa Diabetes Hub

The Labasa Diabetes Hub provides a comprehensive range of curative, primary and preventative health services to the residents of the Northern Division. It 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 Consultant HOD in the provision of high quality services in Public Health, 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 Public Health 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 Public Health 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. Sound Clinical competence in Public Health 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.