

The Pacific Community (SPC) invites applications for the position of **Clinical Services Adviser / Programme Coordinator** located at its regional office in Suva, Fiji.

## Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Public Health Division (PHD)** employs around 23 staff based in Noumea and Suva. It supports members in developing healthier Pacific Island people and communities by providing assistance in clinical services. The primary focus of the division is to provide scientific and technical assistance and to support the implementation of plans and programmes in the Pacific Island countries and territories (PICTs). The primary goals for all PHD activities is to promote population health and well-being, prevent disease and injury, restore and/or maintain health and reduce inequalities in health. PHD is primarily concerned with improving and protecting public (population) health, rather than individual treatment services. The PHD is comprised of three programmes: Research, Evidence and Information Programme, and NCD Prevention and Control Programme and Clinical Services Programme. The current position is located within the Clinical Services Programme.

The **Clinical Services Adviser / Programme Coordinator** will lead and provide technical assistance on Clinical Services research and policy development. The key responsibilities of the role include:

- Strengthen clinical services needs with PICTs Ministries of Health
- Strengthen PICTs networks and capacity to mobilise resource including access to clinical service providers and visiting medical teams
- Identify and implement cost effective regional approaches for clinical services with PICTs
- Strengthen evidence based clinical services and workforce delivery through research
- Strengthen Pacific Clinical Networks (PCN)
- Programme planning and management

For a more detailed account of the key responsibilities, please refer to the job description provided.

## Key selection criteria

### Qualifications

- Undergraduate degree in Medicine (MBBS)
- A master's degree in a relevant field, such as Medicine, Public Health, or Health Management

### Knowledge and experience

- At least 10 years of work experience in clinical services in the Pacific
- Significant experience in managing and/or leading clinical services and knowledge of health systems strengthening
- Demonstrated extensive work experience in clinical services planning and development

### Essential skills

- Demonstrated excellent understanding of project management principles
- Demonstrated ability to implement a sector-wide response to clinical services issues
- Demonstrated experience in the development of clinical services policies and programmes

### Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage

### Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment

## Salary, terms and conditions

**Contract Duration** – Until 31 January 2024

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

**Remuneration** – The **Clinical Services Adviser / Programme Coordinator** is a Band 11 position in SPC’s 2021 salary scale, with a starting salary range of 3,015–3,769 SDR (special drawing rights) per month, which currently converts to approximately FJD 9,107–11,383 (USD 4,191–5,239; EUR 3,699–4,624). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

**Benefits for international employees based in Fiji** – SPC provides a housing allowance of FJD 1,350–3,000 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC’s Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

**Languages** – SPC’s working languages are English and French.

**Recruitment principles** - SPC’s recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**.

Applicants will be assured of complete confidentiality in line with SPC’s Privacy Policy.

## Application procedure

---

**Closing Date – 21 February 2021 – 11:45pm Fiji time**

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume
- contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. The Pacific Community does not support dual spouse employment.

**Please ensure that you respond to all the screening questions.** If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

**Screening Questions:**

1. What do you think (and Why?) are the top 3 priorities for clinical services in the Pacific Island Countries and Territories (PICT’s)?
2. What do you think (and Why?) is an example of a cost-effective regional activity for Clinical Services in the PICT’s?
3. What do you think should be the priorities for the discipline specific (e.g., Paediatrics, Anaesthesia, Emergency Care etc) clinical networks on the PICT’s?